

2

AD-A168 384

# NAVAL POSTGRADUATE SCHOOL

Monterey, California



## THESIS

DEFINITION AND DESIGN  
OF A CASUALTY ASSISTANCE INFORMATION SYSTEM  
FOR THE UNITED STATES MARINE CORPS

by

Nancy Pachuta Anderson

March 1986

Thesis Advisor:

T. X. Bui

Approved for public release; distribution is unlimited

DTIC FILE COPY

DTIC  
SELECTED  
JUL 1986

## REPORT DOCUMENTATION PAGE

1a. REPORT SECURITY CLASSIFICATION UNCLASSIFIED			1b. RESTRICTIVE MARKINGS		
2a. SECURITY CLASSIFICATION AUTHORITY			3. DISTRIBUTION/AVAILABILITY OF REPORT Approved for public release; distribution is unlimited		
2b. DECLASSIFICATION/DOWNGRADING SCHEDULE					
4. PERFORMING ORGANIZATION REPORT NUMBER(S)			5. MONITORING ORGANIZATION REPORT NUMBER(S)		
6a. NAME OF PERFORMING ORGANIZATION Naval Postgraduate School	6b. OFFICE SYMBOL (If applicable) Code 54	7a. NAME OF MONITORING ORGANIZATION Headquarters, U. S. Marine Corps			
6c. ADDRESS (City, State, and ZIP Code) Monterey, California 93943-5000		7b. ADDRESS (City, State, and ZIP Code) (Code MPI-40) Washington, D. C. 20380-0001			
8a. NAME OF FUNDING/SPONSORING ORGANIZATION	8b. OFFICE SYMBOL (If applicable)	9. PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER			
8c. ADDRESS (City, State, and ZIP Code)		10. SOURCE OF FUNDING NUMBERS			
		PROGRAM ELEMENT NO.	PROJECT NO.	TASK NO.	WORK UNIT ACCESSION NO.
11. TITLE (Include Security Classification) DEFINITION AND DESIGN OF A CASUALTY ASSISTANCE INFORMATION SYSTEM FOR THE UNITED STATES MARINE CORPS					
12. PERSONAL AUTHOR(S) Anderson, Nancy P.					
13a. TYPE OF REPORT Master's Thesis	13b. TIME COVERED FROM TO	14. DATE OF REPORT (Year, Month, Day) 1986 March	15. PAGE COUNT 249		
16. SUPPLEMENTARY NOTATION					
17. COSATI CODES			18. SUBJECT TERMS (Continue on reverse if necessary and identify by block number)		
FIELD	GROUP	SUB-GROUP			
			Casualty		
			Casualty Assistance		
19. ABSTRACT (Continue on reverse if necessary and identify by block number)					
<p>This thesis encompasses the documentation required for the definition and design phase of the Life Cycle Management for Automated Information Systems. The documents were produced as a result of a requirements analysis conducted for the Casualty Section of Headquarters, U. S. Marine Corps in Arlington, Virginia during 1984 and 1985. The analysis prompted the decision-makers to authorize continued development of an automated system to support personnel casualty reporting, notification, assistance and recording for the U. S. Marine Corps. The results of the definition and design phase will be used to initiate the development phase of this system.</p>					
20. DISTRIBUTION/AVAILABILITY OF ABSTRACT <input checked="" type="checkbox"/> UNCLASSIFIED/UNLIMITED <input type="checkbox"/> SAME AS RPT. <input type="checkbox"/> DTIC USERS			21. ABSTRACT SECURITY CLASSIFICATION Unclassified		
22a. NAME OF RESPONSIBLE INDIVIDUAL Tung Bui			22b. TELEPHONE (Include Area Code) (408) 646-2260	22c. OFFICE SYMBOL Code 54Bd	

Approved for public release; distribution is unlimited.

Definition and Design  
of a Casualty Assistance Information System  
for the United States Marine Corps

by

Nancy Pachuta Anderson  
Major, United States Marine Corps  
B.S., Virginia Polytechnic Institute, 1973

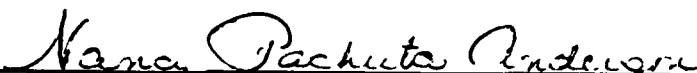
Submitted in partial fulfillment of the  
requirements for the degree of

MASTER OF SCIENCE IN INFORMATION SYSTEMS

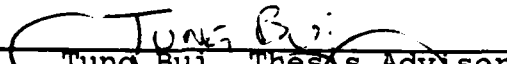
from the


NAVAL POSTGRADUATE SCHOOL  
March 1986

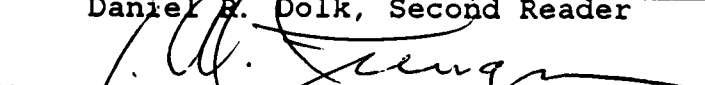
Author:

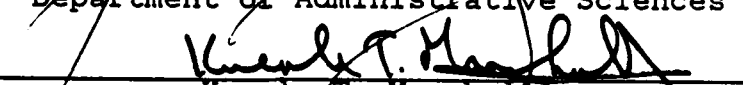
  
Nancy Pachuta Anderson

Approved by:

  
Tung Bui, Thesis Advisor

  
Daniel E. Dolk, Second Reader

  
Willis R. Greer, Jr., Chairman,  
Department of Administrative Sciences

  
Kneale T. Marshall,  
Dean of Information and Policy Sciences

## ABSTRACT

This thesis encompasses the documentation required for the Definition and Design phase of the Life Cycle Management for Automated Information Systems. The documents were produced as a result of a requirements analysis conducted for the Casualty Section of Headquarters, U.S. Marine Corps in Arlington, Virginia during 1984 and 1985. The analysis prompted the decision-makers to authorize continued development of an automated system to support personnel casualty reporting, notification, assistance and recording for the U.S. Marine Corps. The results of the Definition and Design phase will be used to initiate the Development phase of this system.

Accession For	
NTIS GRA&I	<input checked="checked" type="checkbox"/>
DTIC TAB	<input type="checkbox"/>
Unannounced	<input type="checkbox"/>
Justification	
By _____	
Distribution _____	
Availability _____	
Dist _____	
<b>A-1</b>	





## TABLE OF CONTENTS

I.	INTRODUCTION . . . . .	7
A.	BACKGROUND . . . . .	7
B.	OBJECTIVE . . . . .	8
C.	RESEARCH QUESTIONS . . . . .	9
D.	RESEARCH METHODOLOGY . . . . .	9
E.	SCOPE OF THE STUDY . . . . .	9
F.	LIMITATIONS . . . . .	9
G.	ASSUMPTIONS . . . . .	10
H.	ORGANIZATION OF THE THESIS . . . . .	10
II.	FUNCTIONAL DESCRIPTION . . . . .	11
A.	GENERAL INFORMATION . . . . .	11
1.	Purpose . . . . .	11
2.	Terms and Abbreviations . . . . .	11
B.	SYSTEM SUMMARY . . . . .	11
1.	Background . . . . .	11
2.	Objectives . . . . .	11
3.	Existing Methods and Procedures . . . . .	12
4.	Proposed Methods and Procedures . . . . .	17
5.	Assumptions and Constraints . . . . .	20
C.	DETAILED CHARACTERISTICS . . . . .	22
1.	Specific Performance Requirements . . . . .	22
2.	Functional Area System Functions . . . . .	24
3.	Inputs/ Outputs . . . . .	34
4.	Database Characteristics . . . . .	34
5.	Failure Contingencies . . . . .	35
6.	Security . . . . .	35
D.	DESIGN DETAILS . . . . .	35
1.	System Description . . . . .	35

2.	System Functions . . . . .	36
3.	Flexibility . . . . .	37
4.	System Data Dictionary . . . . .	38
E.	ENVIRONMENT . . . . .	38
1.	Hardware Environment . . . . .	38
2.	Support Software Environment . . . . .	39
F.	SYSTEM DEVELOPMENT PLAN . . . . .	39
III.	DATA REQUIREMENTS DOCUMENT . . . . .	40
A.	GENERAL . . . . .	40
1.	Purpose of the Data Requirements Document . . . . .	40
2.	Modification of Data Requirements . . . . .	40
3.	Security . . . . .	40
B.	DATA DESCRIPTION . . . . .	41
1.	Logical Organization of Static System Data . . . . .	41
2.	Logical Organization of Dynamic Input Data . . . . .	42
3.	Logical Organization of Dynamic Output Data . . . . .	52
4.	Internally Generated Data . . . . .	55
5.	System Data Constraints . . . . .	56
C.	USER SUPPORT FOR DATA COLLECTION . . . . .	56
1.	Data Collection Requirements and Scope . . . . .	56
2.	Recommended Source of Input Data . . . . .	58
3.	Data Collection and Transfer Procedures . . . . .	58
4.	Database Impacts . . . . .	79
IV.	CONCLUSION . . . . .	82
	APPENDIX A: GLOSSARY . . . . .	83
	APPENDIX B: CAIS DATA DICTIONARY WITH DATA MANAGER . . . . .	85
	LIST OF REFERENCES . . . . .	247
	INITIAL DISTRIBUTION LIST . . . . .	248

## LIST OF FIGURES

2.1	Existing USMC Casualty Reporting System . . . . .	13
2.2	Context Diagram For The Proposed CAIS . . . . .	18
2.3	CAIS DFD, Level 0 . . . . .	25
2.4	CAIS DFD, Level 1(a) . . . . .	26
2.5	CAIS DFD, Level 1(b) . . . . .	27
2.6	CAIS DFD, Level 1(c) . . . . .	28
2.7	CAIS DFD, Level 1(d) . . . . .	29
2.8	CAIS DFD, Level 2(a) . . . . .	30
2.9	CAIS DFD, Level 2(b) . . . . .	31
3.1	CAIS Video Screen Layout . . . . .	60
3.2	CAIS Options Menu . . . . .	62
3.3	Review Casualty Data Screen . . . . .	63
3.4	RED Screen . . . . .	64
3.5	RED Screen (cont'd.) . . . . .	65
3.6	RED Screen (cont'd.) . . . . .	66
3.7	PCR Screen . . . . .	67
3.8	PCR Screen (cont'd.) . . . . .	68
3.9	PCR Screen (cont'd.) . . . . .	69
3.10	Remains Record Screen . . . . .	70
3.11	Remains Record Screen (cont'd.) . . . . .	71
3.12	CACO Report Screen . . . . .	72
3.13	CACO Report Screen (cont'd.) . . . . .	73
3.14	DD Form 1300 Screen . . . . .	74
3.15	Produce Reports Screen . . . . .	75
3.16	Record/Field Changes Screen . . . . .	76
3.17	Sample Change Screen . . . . .	77
3.18	DBA Functions Menu Screen . . . . .	78

## I. INTRODUCTION

### A. BACKGROUND

The ultimate sacrifice made by any family is the loss of a relative in the service of our country. The Marine Corps has a long-standing tradition of "taking care of its own," standing by families directly affected to help them through the initial, very difficult days. Responsibility for casualty assistance to the entire family of active duty and retired Marines rests with the Casualty Section (Code MHP-10), Headquarters Marine Corps (HQMC). As the focal point of all Marine Corps casualty information, the Casualty Section reviews incoming casualty reports of active duty, Marine Corps Reserve and retired Marines. In turn, this section oversees proper notification of the next of kin; monitors the disposition of remains; and provides prompt and appropriate assistance to survivors of deceased Marines, or Marines who enter into a missing status, or Marines who become seriously injured or critically ill. The twenty-six Marines and civilians comprising the Casualty Section efficiently process an average of 136 cases annually.

Just after sunrise on Sunday, 23 October 1983, a truck containing an enormous quantity of explosives was deliberately crashed into the headquarters compound of Battalion Landing Team (BLT) 1/8. The vehicle exploded, killing 241 Marines and Navy medical personnel, the highest single-incident number of Marine casualties since the World War II battle for Tarawa. The next day, the 22d Marine Amphibious Unit (MAU) participated in the invasion of Grenada and sustained additional casualties. As the processing point for all Marine Corps casualty information, the Casualty Section was tasked, in 24 hours, with the processing of nearly twice the average annual number of Marine casualties.

The ensuing barrage of telephone queries to the Casualty Section soon overwhelmed its ability to process data received from the reporting unit and other contributing sources. This mass casualty incident exposed major deficiencies in the Marine Corps' casualty reporting process. It also prompted the initiation of the Concept Development phase of the Life Cycle Management process for an automated casualty assistance information system for the Marine Corps.

An automated Casualty Assistance Information System (CAIS) is necessary, particularly as the current world-wide terrorist threat increases the probability of mass casualties. This system will be used to rapidly access personnel records currently stored within Marine Corps databases; as a decision support tool for next of kin casualty notification and assistance; and to provide accurate and timely information in response to queries from federal agencies, the news services and the general public.

#### B. OBJECTIVE

The objective of this thesis is to prepare two documents which are required by MCO P5231.1 [Ref. 1], the Marine Corps' summarization of federal requirements for new automated data processing systems development. These documents comprise the Definition and Design phase of the Life Cycle Management process for an automated Marine Corps CAIS. The documents are the Functional Description and the Data Requirements Document. Both will form sequential chapters of this thesis as the Data Requirements Document is supported by the Functional Description. Additionally, these documents have been submitted to the cognizant agency at HQMC.

Continuing through the life cycle process, the objective of this thesis is to provide a structured proposal for the design and implementation of CAIS, prompting HQMC approval to proceed to the Development phase.

### C. RESEARCH QUESTIONS

This thesis focuses on the following research questions:

1. What flow of data is required by an automated Marine Corps casualty assistance information system?
2. What processes and data structures are required to define this system?
3. What are the hardware and software constraints of this system?
4. What are the data processing and user interface requirements of such a system?

### D. RESEARCH METHODOLOGY

The information presented in this thesis was obtained by current Department of Defense and Marine Corps directives; telephonic and personal interviews with Marine Corps, Army and Navy casualty processing personnel and Marine Corps Central Design and Programming Activity personnel; and research of previously written documents on the development of a Marine Corps CAIS.

### E. SCOPE OF THE STUDY

The scope of the study for this thesis is to initiate the Definition and Design phase for an automated casualty assistance information system for the Casualty Section, HQMC. To this end, two documents are prepared as decision tools and presented to the Project Manager for staffing at HQMC prior to the initiation of the Development phase.

### F. LIMITATIONS

The Naval Postgraduate School is a continent away from both the Project Manager and the Casualty Section. Research was conducted by telephone and during two onsite visits, one for orientation to the system requirements and the other for presentation and evaluation of the Functional Description, data flow diagrams and extensive CAIS data dictionary.

The experience provided my first exposure to documents required for the Definition and Design phase of life cycle

management. Expertise in methodology, and particularly in the application software required in the preparation of the data dictionary, is extremely limited.

I had the opportunity to observe the Casualty Section processing records on five Marines killed in a single terrorist incident. Mass Casualties and sustained operations create an entirely different processing environment.

#### G. ASSUMPTIONS

Following staffing of the Functional Description and Data Requirements Document, the Project Manager will initiate the Development phase of the Life Cycle Management of a Marine Corps CAIS.

#### H. ORGANIZATION OF THE THESIS

This thesis is organized so that both of the life cycle documents constitute separate chapters. Chapter II is the Functional Description (FD). The FD contains the system requirements to be satisfied, preliminary design and user impacts. Chapter III is the Data Requirements Document (RD) which lists and defines those data elements comprising the CAIS. Finally, Chapter IV summarizes the results of the work presented by the thesis. A Glossary of abbreviations and special terms is found at Appendix A. Appendix B contains the data dictionary for this automated casualty assistance information system.

## II. FUNCTIONAL DESCRIPTION

### A. GENERAL INFORMATION

#### 1. Purpose

This guide for the development of a Marine Corps Casualty Assistance Information System (CAIS) is written to provide the following:

- \* The system requirements that will serve as a basis for mutual understanding between the user and the developer
- \* Information on performance requirements, preliminary design, and user impacts, including fixed and continuing costs
- \* A basis for the development of system tests

#### 2. Terms and Abbreviations

Terms, definitions and acronyms are listed in Appendix A, "Glossary."

### B. SYSTEM SUMMARY

#### 1. Background

The Concept Development phase was conducted during 1984 and 1985. Following submission and staffing of the documents composing this phase, the decision was made at Headquarters, U.S. Marine Corps (HQMC) to initiate action to develop a micro-to-mainframe automated Marine Corps CAIS.

#### 2. Objectives

CAIS must be sufficiently flexible to support evolving needs. It must be easy to use for data entry and retrieval. Above all, CAIS must provide timely, reliable information to the user to permit logical decisions on subsequent casualty assistance actions. Specifically, the functional capabilities listed below must be present in the CAIS.

- \* Provide the capability to obtain personnel data from current databases on active duty, reserve and retired Marines
- \* Provide the capability to record and store casualty assistance information not found in current Marine Corps personnel databases



- \* Provide the ability to develop casualty assistance management information
- \* Provide information to support the logical determination of who will receive the death gratuity, pay in arrears and Servicemen's Group Life Insurance (SGLI) payments

Figure 2.1 represents the data flow for the existing Casualty Reporting System.

### 3. Existing Methods and Procedures

The Secretary of the Navy has delegated administrative responsibility for casualty procedures to the Commandant of the Marine Corps (CMC), Code MHP-10, Casualty Section. The Personnel Casualty Report (PCR) is an unclassified, immediate precedence electronic message report which is the primary source of information used by the Casualty Section to inform the next of kin (NOK) when a person enters a casualty status. The PCR is submitted immediately by the designated commander of a casualty's reporting unit on all active duty Marines, Marine Reserve, retired Marines, dependents of active duty Marines and civilians employed by the Marine Corps who become missing, seriously ill or injured, or die while in a foreign country.

The commander (or designated commander in the case of retired Marines and dependents) of a casualty uses every available resource, from the casualty's service record to personal knowledge of the incident, to prepare an accurate and timely report. As it is this information which is later passed to the NOK, the importance of its veracity and timely receipt and processing cannot be overstated.

A reporting unit's PCR message initiates the work of the Casualty Section at HQMC in Washington, DC. If the PCR originates from an overseas command, the Casualty Section initiates procedures to notify the NOK. In the case of a death, notification includes a call upon the primary NOK (PNOK) and contact with the secondary NOK (SNOK). The reporting unit has responsibility for NOK notification for a

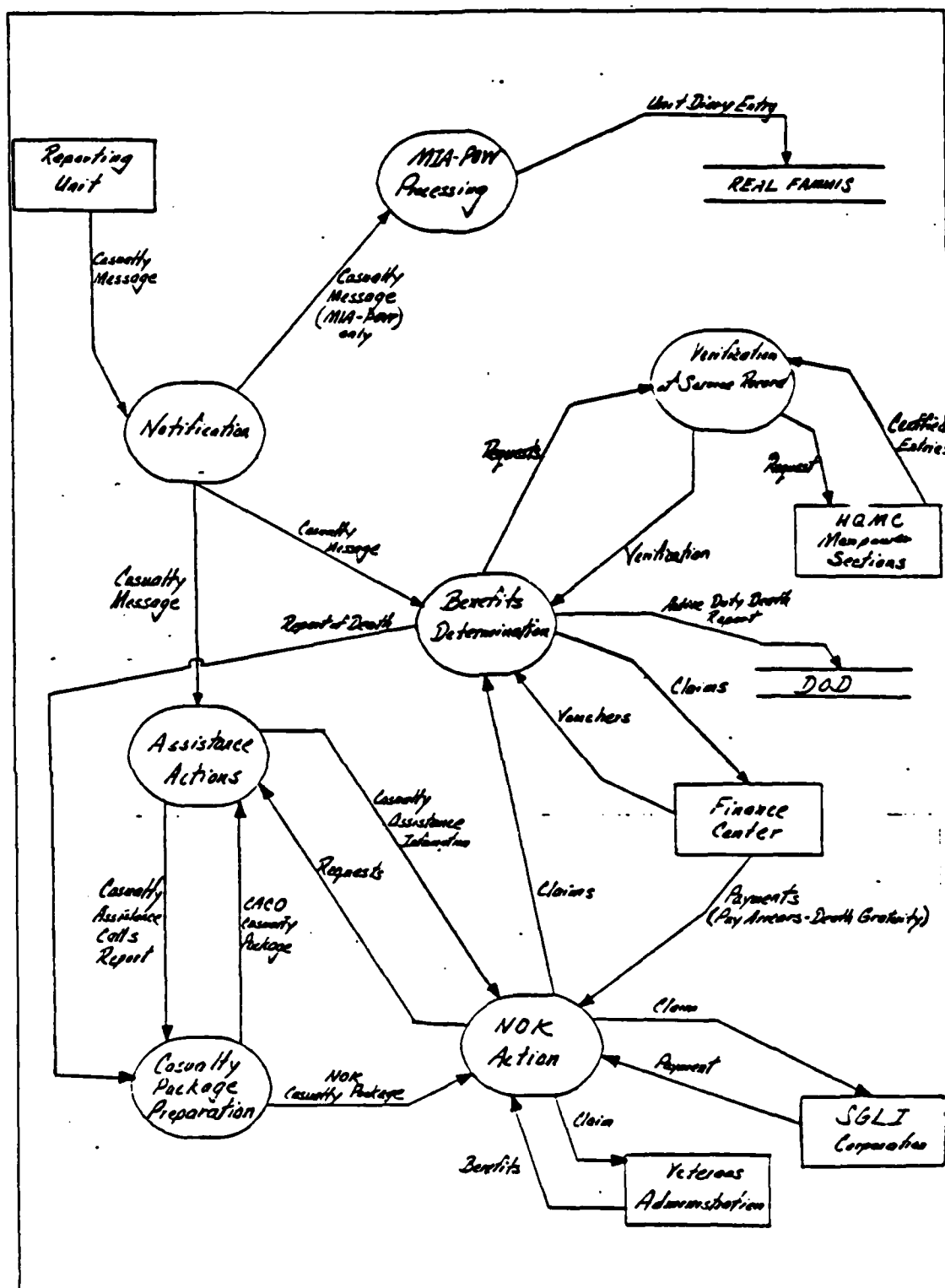


Figure 2.1 Existing USMC Casualty Reporting System.

casualty which occurs within the continental United States (CONUS).

The Casualty Section is composed of twenty-six people organized into six functional subunits. It is part of the Personnel Affairs Branch of the Human Resources Division of the Manpower Department of HQMC. The section operates with a high degree of autonomy due to the narrow time parameter of reporting casualty information. During off-duty hours, a senior member of the Casualty Section is on call to initiate procedures established by MCO P3040.4B, Marine Corps Casualty Procedures Manual [Ref. 2].

During mass casualty processing, the section is augmented with officer and enlisted Marine Corps personnel from HQMC. Presently, the Casualty Section provides the organizational capability for casualty notification to PNOK, SNOK and all federal agencies, as required; NOK casualty assistance, individual casualty recording and casualty reporting. This capability includes internal controls designed to ensure the accuracy of the casualty information for certification as prescribed by Department of Defense (DOD) directives.

All verification of information necessary to process casualty information is completed through telephonic confirmation and/or visual review of printed or electronic matter. All information processing, including the preparation of all official documents, periodic reports and responses to inquiries, is performed manually.

The specific functions of the Casualty Section, outlined in the HQMC Organizational Manual (HQO P5400.18) are listed below:

1. Prepares and distributes official casualty reports to cognizant governmental agencies on death of active duty, Ready Reserve and retired Marines.
2. Directs and monitors the Casualty Assistance Calls Program for all active duty deaths.
3. Conducts a limited Casualty Assistance Calls Program for survivors of retired Marines entitled to retired pay.

4. Monitors the Marine Corps Decedent Affairs Program.
5. Coordinates notification and decedent affairs matters for all overseas deaths.
6. Advises field commands in the conduct of casualty notification and reporting.
7. Prepares condolence letters for signature of the Commandant of the Marine Corps (CMC) of all active duty Marines, Reservists who belong to an organized unit, and selected retirees.
8. Prepares condolence letters for signature of the reservists who belong to an organized unit, and selected retirees.
9. Coordinates initial notifications and progress reports to next of kin in the case of Marines overseas who are in a casualty status.
10. Coordinates initial notifications and progress reports to next of kin if residing outside the continental United States on casualties within the United States.
11. Prepares official findings and recommendations to the Board of Review as to whether Marines carried in a "Missing" status should be continued in that status or declared dead.
12. Coordinates appropriate military honors at funerals of Marines, dependents and veterans in the Washington metropolitan area, and group burials held in the Arlington National Cemetery; provides CMC representation and supervision for Marine funerals in the Washington metropolitan area; coordinates arrangements with participating Marine Corps and DOD activities; and assists in coordinating honors for Marines and veterans in any area in the United States on request.
13. Prepares for signature by the Secretary of the Navy, Certificates of Honorable Service in the case of deceased active duty Marines.
14. In certain cases, determines whether or not wounds claimed by individuals were received in hostile action and makes appropriate certification to the Decorations and Medals Branch, HQMC.
15. Provides for Presidential use, the name and address of the NOK of Marines who die under honorable circumstances as the result of hostile action.
16. Operates the Missing and Captured Personnel Unit for the Marine Corps.
17. Administers the program for assistance to families of missing personnel.
18. Prepares correspondence in response to inquiries regarding casualties.
19. Reviews Service Record Books, Officer Qualification Records and investigative reports to ensure accuracy of casualty information in all records maintained.
20. Furnishes certification of death of deceased service members upon request.

21. Advises and provides information to the Office of Servicemen's Group Life Insurance (SGLI) in any matters of record relating to coverage, beneficiary and settlement options designations.
22. Determines the lawful recipient and certifies for payment the arrears of pay and death gratuity claims of beneficiaries of deceased Marines.
23. Certifies eligibility of active duty Marines having required time in service for the Survivor Benefit Plan.
24. Monitors the issuance by field commands of Notices of Eligibility to reservists for pay and allowances for periods of disability.
25. Determines entitlement and prepares Notices of Eligibility to reservists for pay and allowances for periods of disability.
26. Reviews incoming Record of Emergency Data (RED) microfiche and maintains an up to date file on active duty Marines for assistance in casualty notification and determination of beneficiaries for benefits.
27. Reviews incoming Record of Emergency Cards and maintains an up to date file on Marine Corps reservists.
28. Prepares and compiles statistical data related to casualties to be maintained for internal use or in submission to other agencies as needed.
29. Determines entitlement to transportation for dependents of missing or deceased Marines.
30. Determines entitlement and prepares instructions relative to the relative to the shipment and/or disposition of lost, abandoned or unclaimed personal property and the personal effects and baggage of deceased and missing persons.
31. Maintains accuracy and currency of Marine Corps regulations pertaining to the above functions with the exception of those pertaining to lost, abandoned or unclaimed personal property and the personal effects and baggage of deceased and missing persons.
32. Sponsors MCO 5060.12 (Ceremony at Gravesite of Deceased Commandants), MCO P3040.4B (Marine Corps Casualty Procedures Manual), MCO 1741.8 (Government Life Insurance Manual), MCO 5360.8 (Military Funeral Support) and MCO 4631.2 (Transoceanic Travel for Next of Kin and Designated Family Member to Visit Seriously Ill/Injured Marines/Civilian Employees of the Marine Corps).

Automation within the Casualty Section is limited to one word processor to assist in the processing of between two and three casualties an average week. Deficiencies within the Casualty Section, particularly during a mass casualty (five or more) situation, extend to all facets of casualty affairs management at HQMC. Deficiencies include

the inability to access Marine Corps personnel data now held within existing Marine Corps and DOD databases; to acquire and maintain additional information required to complete NOK casualty assistance and notification; to be rapidly expandable to meet mass casualty situations; and to provide timely and accurate information in response to queries from both government agencies and the general public.

A detailed account of current system deficiencies is contained within the Requirements Statement for the Development of CAIS. [Ref. 3].

#### 4. Proposed Methods and Procedures

The following subsections discuss the improvements over present procedures that the proposed CAIS will provide, as well as the impact its development and use will have upon the United States Marine Corps. Figure 2.2 represents the Context Diagram for the proposed CAIS.

##### a. Summary of Improvements

CAIS will provide mission and performance improvements in the following areas:

- \* Enable the Casualty Section to immediately access Marine Corps personnel data from existing databases on active duty, Marine Reserve and retired Marines
- \* Enable the Casualty Section to immediately provide data to cognizant Database Administrators with which to update current databases on active duty, Marine Reserve and retired Marines with casualty assistance and casualty reporting information
- \* Enable the Casualty Section to promptly and accurately verify the determination of who will receive the death gratuity, pay arrears and SGLI payments and other benefits resulting from a casualty
- \* Reduce the incidence of human error associated with manual information processing
- \* Greatly enhance the ability of the Casualty Section to develop and archive casualty assistance management information
- \* Significantly increase the productivity and work-flow of personnel assigned to the Casualty Section, thereby reducing the number of untrained augmentee personnel required during expanded, mass casualty situations.

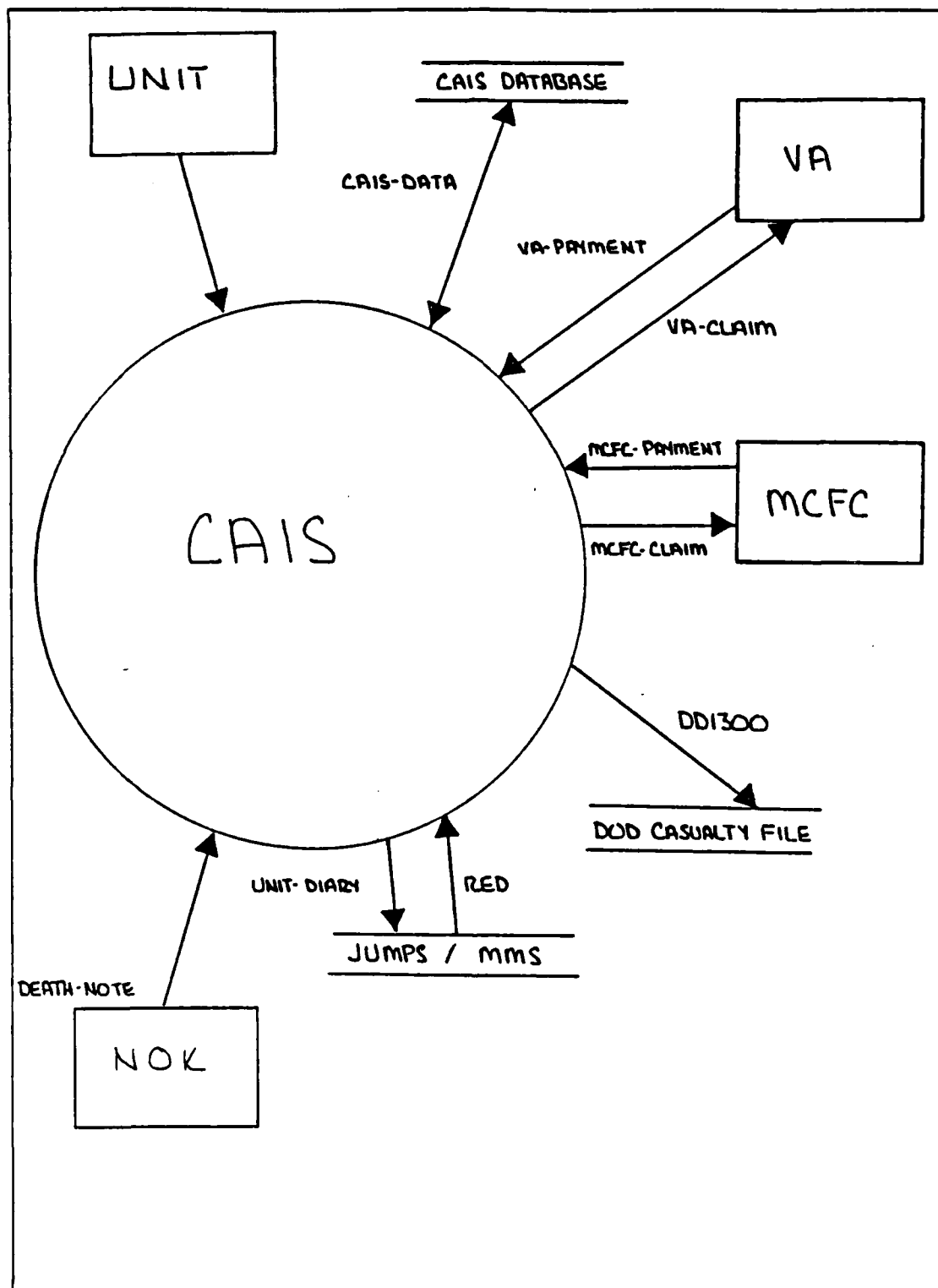


Figure 2.2 Context Diagram For The Proposed CAIS.

b. Summary of Impacts

The following subsection describes the impact that development of CAIS will have upon the United States Marine Corps.

(1) User Organization Impact. The organization for which the following summaries of impact are defined will remain the Casualty Section (Code MHP-10) of the Personnel Affairs Branch, Human Resources Division, Manpower Department, Headquarters, United States Marine Corps. It is anticipated the section will remain at its present location at Henderson Hall, in very close proximity to HQMC, in Arlington, Virginia. The Casualty Section will expand from six to seven units which will vary in size and composition depending upon the tempo of casualty reporting operations. The Casualty Section will be responsible for providing all inputs to the CAIS and for disseminating the system outputs. The contribution of each unit within the Casualty Section to the section's mission is contained in the Requirements Statement [Ref. 3].

(2) User Operational Impact. Although CAIS is a new system, new duties to Casualty Section personnel will be limited to extracting personnel data from JUMPS/MMS and keying in PCR and related casualty record data, and to prepare the DD Form 1300, Report of Casualty (the military certificate of death), from the CAIS database which the Casualty Section will develop and maintain. CAIS will be required to interface (READ only) with JUMPS/MMS Marine Corps personnel databases.

(3) User Development Impact. As the current Marine Corps Casualty System is manual, the demand on existing Marine Corps resources during the development of the microcomputer/ mainframe combination CAIS is expected to be minimal. Microcomputers, remote terminals and database management software products would have to be budgeted for,



acquired and installed at locations designated following evaluation of the CAIS Design Document (major commands, Marine Corps District headquarters, etc.). The mainframe is located at the Marine Corps Central Design and Programming Activity (MCCDPA), Marine Corps Development and Education Command (MCDEC), Quantico, Virginia. It is anticipated that this will be a HQMC-funded initial buy, to include first year hardware and software maintenance costs. After the first year of operation, all costs will be assumed by the system-using unit(s). The annual maintenance costs can be expected to average 15% of the original equipment cost and 12-30% of the original database management software purchase price. The breakdown costs associated with the development and implementation of the microcomputer/mainframe combination are contained in the Economic Analysis for the Development of the CAIS [Ref. 5]. Total cost (undiscounted) for this system has been estimated within that document as \$15K.

System users will require basic training on the concept of database decision support systems and on the use of microcomputer keyboards to input data, as well as specific instructions about attempting to READ or WRITE to controlled-access databases. Finally, access to the MCCDPA mainframe will have to be provided, as well as routine database maintenance and archiving.

##### 5. Assumptions and Constraints

The following paragraphs describe the assumptions made in developing the CAIS Functional Description.

CAIS assumes that any security restrictions can be handled with existing Marine Corps computer hardware and software, and that security restrictions will be met in all CAIS new procurement of computer hardware and software. Additionally, CAIS assumes that all security questions may be dealt with acceptably by the Marine Corps while

collecting data input for CAIS, running CAIS, and while distributing the output of CAIS.

CAIS assumes that new data required by changes to Marine Corps casualty reporting procedures will be obtained from existing automated information systems, that current Casualty Section access to existing information systems will continue and that any information now being supplied by the Casualty Section will continue.

CAIS assumes that wartime requirements will not affect movement of either the Casualty Section or the MCCDPA main system, which must operate in an office environment under "normal" ambient temperatures and humidities, to a dissimilar environment.

CAIS assumes that communications capabilities will be swiftly expanded to support the functional requirements of the user for data entry, ad hoc retrieval of data and output generation during a mass casualty incident or sustained operations.

CAIS assumes that automated data processing (ADP) equipment will be purchased, not leased, and that it will have an economic life of 8 years from the date of full implementation. The following paragraphs describe the constraints of CAIS.

Mass/sustained casualty statistics associated with the development of the CAIS Functional Description are based upon historical casualty figures from World War II, the Korean Conflict, the Vietnam Conflict and the Beirut terrorist bombing of 23 October 1983.

Approximately 70% of retired Marine records of emergency data are missing and are not updated as a group. In a separate initiative, mass storage would be required to hold this data following Marine Corps implementation of a thorough retired Marine RED validation effort.

The PCR, and associated data, contains information which requires special handling due to the Privacy Act of 1974. Additionally, classified data, such as messages containing confidential information, must be handled separately.

## C. DETAILED CHARACTERISTICS

### 1. Specific Performance Requirements

CAIS must perform with the following capabilities:

- \* The ability to access data from other manpower planning models and databases, to include interface with JUMPS/MMS
- \* The ability to provide data to update other manpower planning models and databases, to include interface with DOD manpower files; data will be in the form of casualty reporting information and status of claims and benefit settlements resulting from Marine Corps casualties
- \* The ability to accept alpha-numeric and narrative information about casualties, maintain such information for an average period of three months and allow rapid access to such information for support of the various missions of the Casualty Section, outlined in the Mission Element Needs Statement for the Development of CAIS [Ref. 6], to develop a database of casualty assistance management information specifically, to enhance Casualty Section performance in the areas of Casualty Reporting, NOK Notification, Casualty Assistance and Casualty Assistance Information management
- \* The ability to provide a rapid response time to satisfy the reporting, notification, assistance and recording processes of Marine Corps casualty reporting to minimize the opportunity for human error
- \* The ability to retrieve and process casualty reporting information for use in verifying the determination of survivor benefits
- \* The ability to process, in either an on-line or batch mode, data entered to update the CAIS database, thus increasing casualty assistance manpower productivity
- \* The ability to provide 100 MegaBytes of storage, given a monthly average of 1000 casualty records during sustained operations, at 12K Bytes per record and an average "active" (not archived) period of three months, and planning for extreme situations when monthly casualties actually exceed 1000

#### a. Accuracy and Validity

The accuracy of inputs and validity of all casualty reporting and casualty assistance information is of paramount importance, due both to the emotional, sensitive

nature of casualty reporting, particularly during mass casualty situations when national attention is focused upon this effort, and for the processing of resultant claims and benefits.

Verifying the accuracy of reporting unit Field Master File RED entries is beyond the scope of this CAIS.

To provide accurate transmission of data between computers, CAIS must use DOD-standard communication packages and protocols, and microcomputers/devices and software compatible with the MCCDPA mainframe system.

b. Timing

The requirement for CAIS to run 24 hours a day for several days at a time is necessary for mass/sustained casualty scenarios. In addition to routine Marine Corps casualty recording and casualty assistance functions, CAIS can support Marine Corps mobilization and war gaming exercises.

After the CAIS data are entered, the processing time of CAIS will be based upon the complexity of the inputs. The volume of data corresponding to a single casualty is not an absolute value. The number of casualties per month is also variable. 12K Bytes would be sufficient to represent the information contained in one PCR record for one casualty, based upon record field sizes provided by the CAIS Requirements Statement [Ref. 3]. Coupled with average data volume generated per month (based upon historical records, as cited above) and the 90-day period the average record record is kept active, it is estimated that at any one moment the volume of active records in CAIS may require 36 MegaBytes of external storage.

Refer to the system documentation of models and databases with which CAIS will interface for information on their processing and storage requirements.

## 2. Functional Area System Functions

Figures 2.3 - 2.9 graphically show the data flows, functions and interfaces of CAIS. The subsections which follow describe those functions in detail.

### a. Access Marine Corps Personnel Data

CAIS must provide a means to access databases which contain information required by the Casualty Section. Primarily, this will be READ-only access into the RED and JUMPS/MMS data held on every Marine. CAIS must allow this data to be accessed concurrently by multiple authorized users. The Casualty Section will have no requirement to write to the RED or JUMPS/MMS databases.

### b. Develop and Archive Casualty Assistance Management Information

CAIS, through the accessing of databases which contain some of the information required by the section, must provide the Casualty Section with the ability to create and archive a database of CAIS information needed to manage casualty assistance in the Marine Corps. CAIS must allow more than one authorized user to concurrently access the CAIS database. The specific functional requirements of the CAIS database are described below.

(1) Casualty Reporting. A user will access data associated with each casualty to build a database of individual records. Each record will contain data for only one casualty. The data contained in the PCR, fields 1-33, are the foundation from which each database record will be constructed. The PCR is normally received by the Casualty Section as an immediate priority Naval message and is verified as being factual by the commander responsible for submitting the report. A reasonable follow-on version of CAIS is its expansion to allow automated data entry from major reporting units and activities around the globe, across existing telecommunication lines, thus automating the PCR process. As the Casualty Section receives reports from

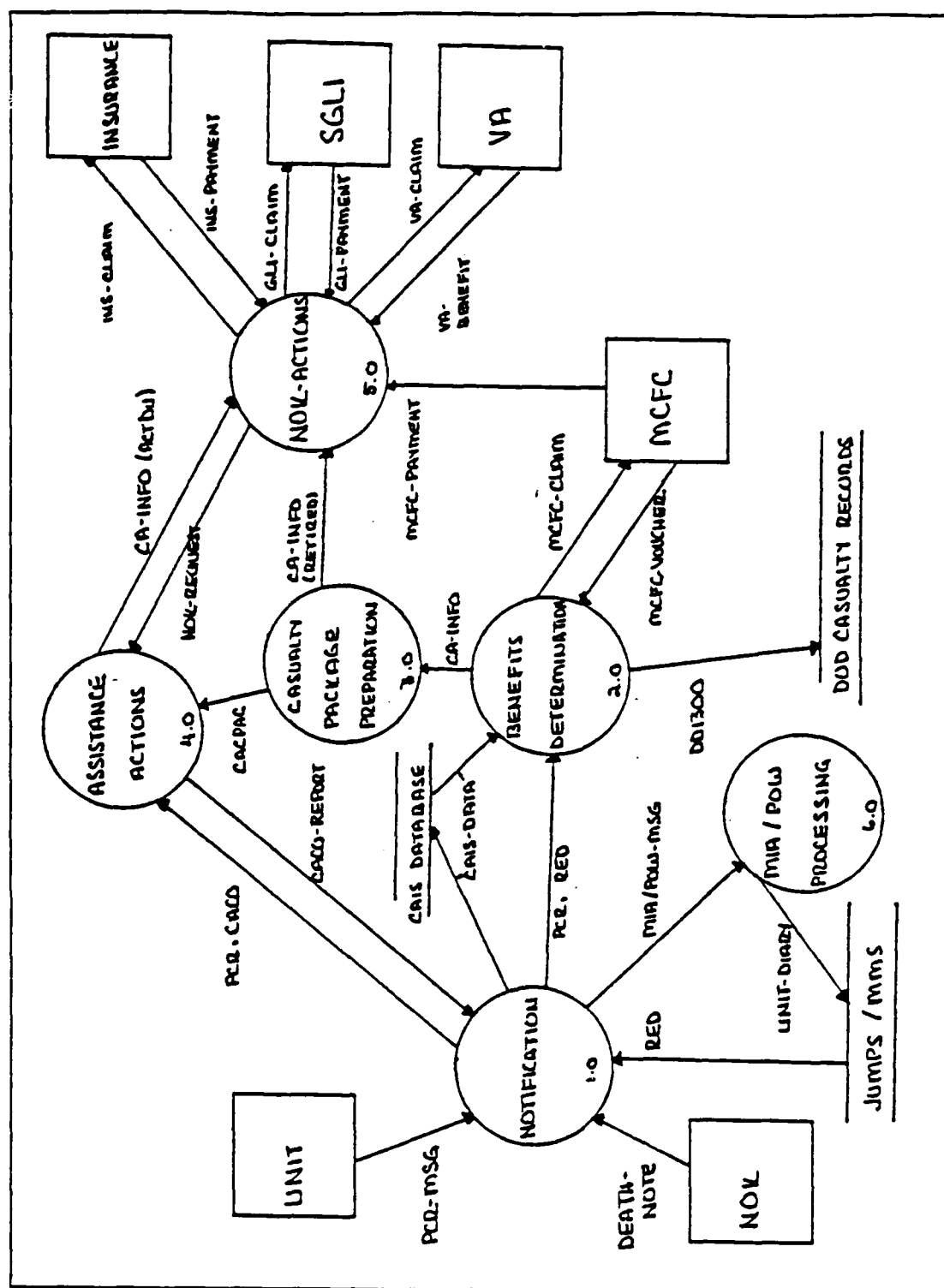


Figure 2.3 CAIS DFD, Level 0.



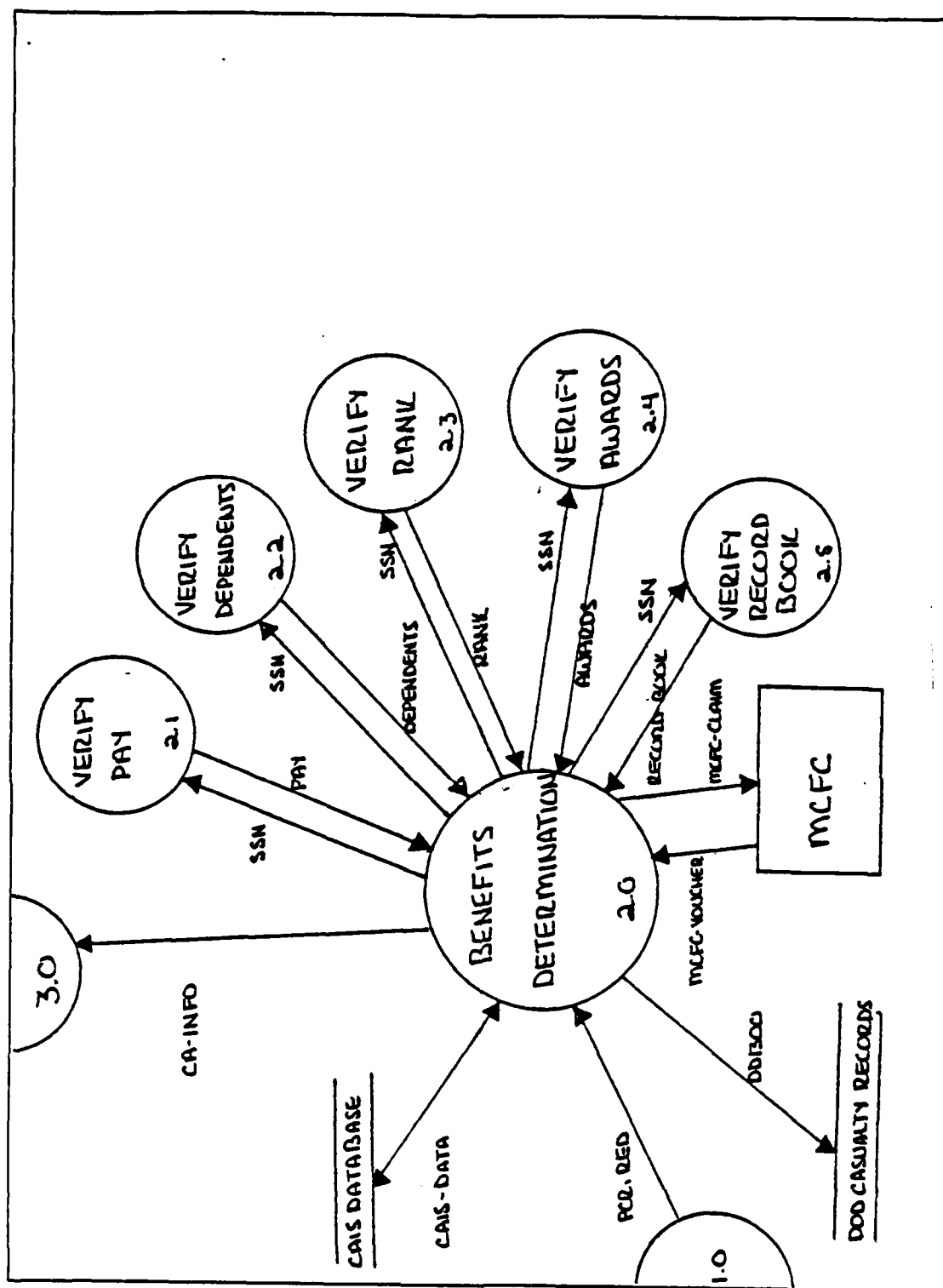


Figure 2.5 CAIS DFD, Level 1(b).



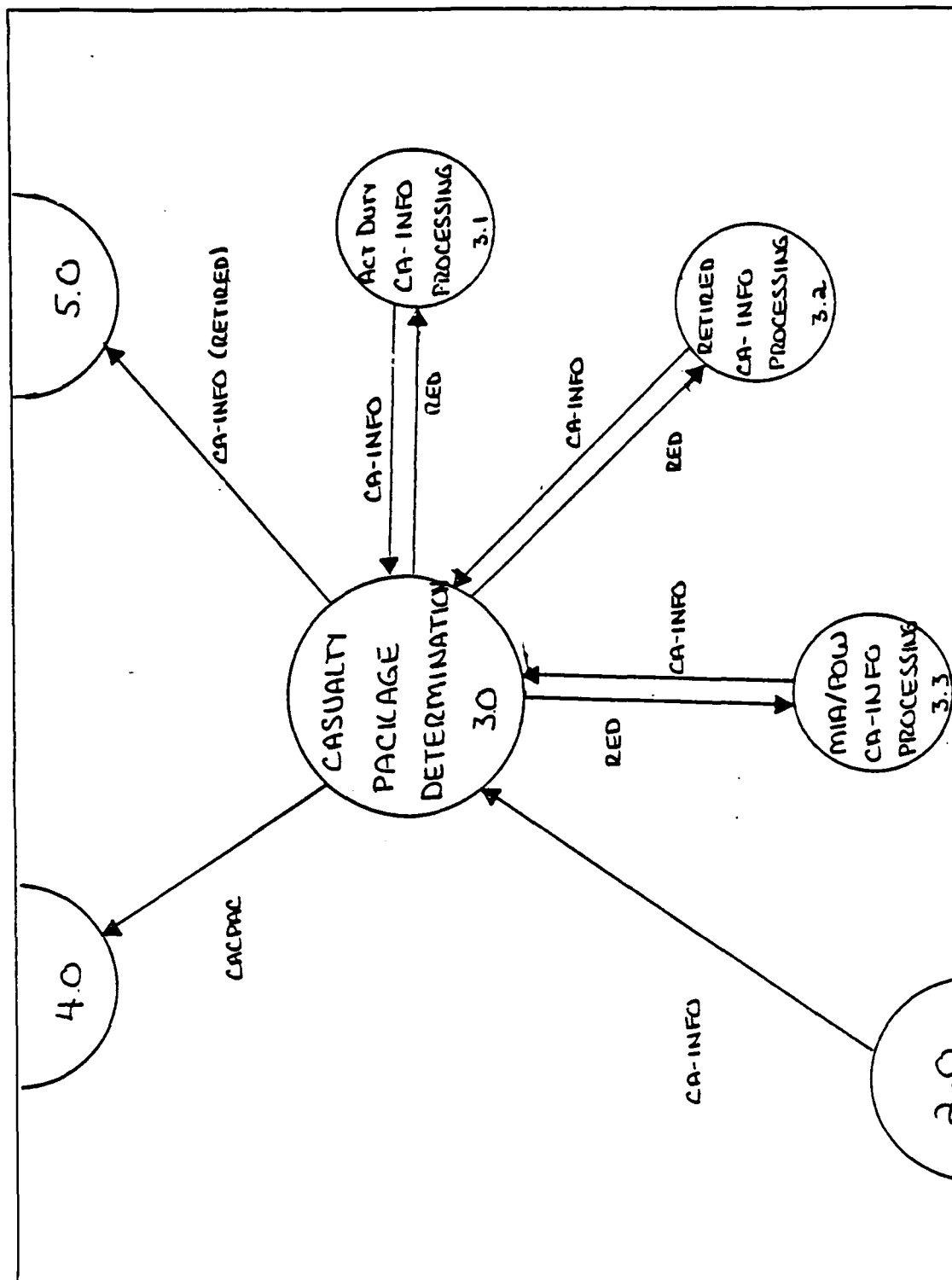


Figure 2.6 CAIS DFD, Level 1(c).

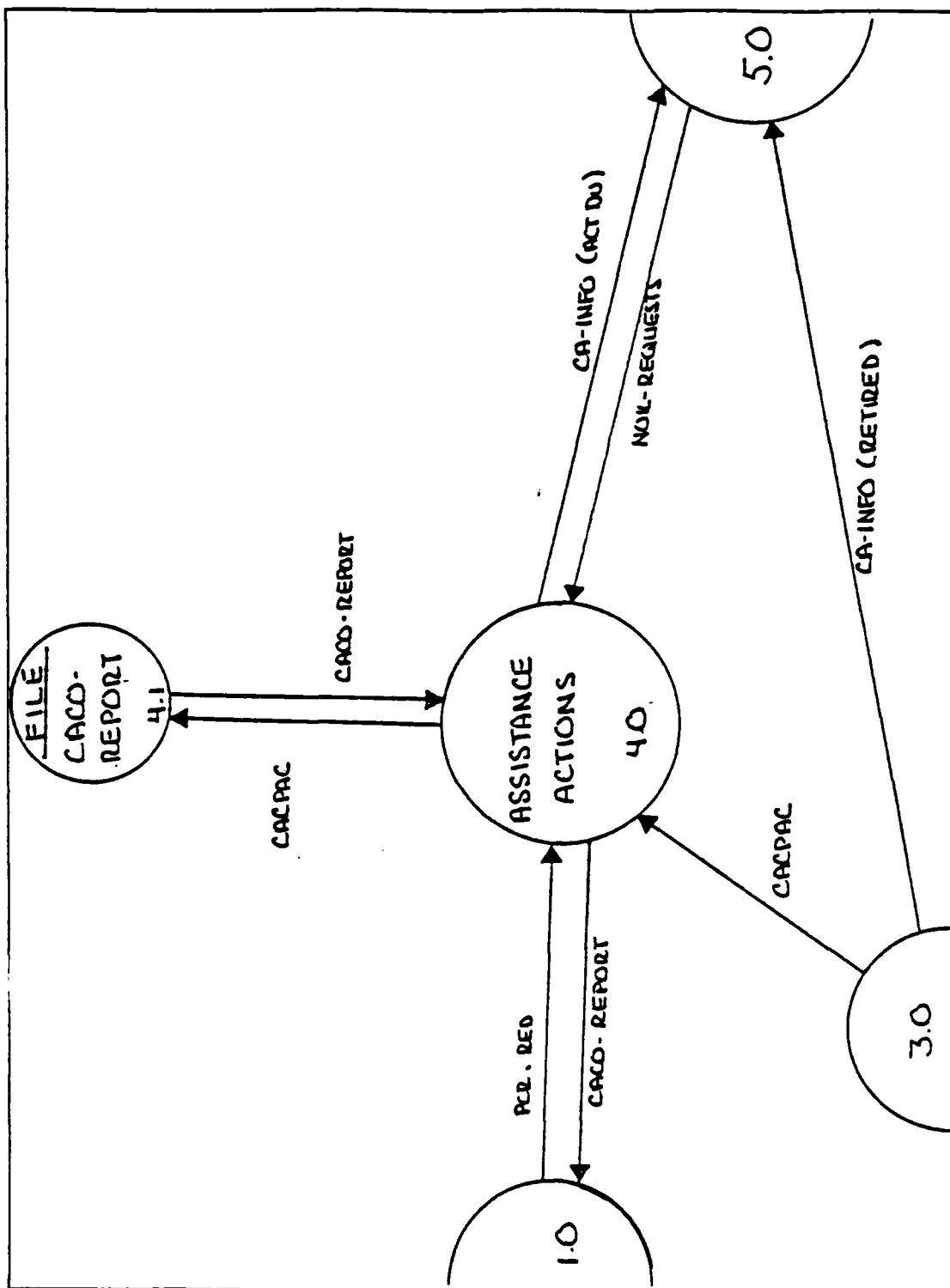


Figure 2.7 CAIS DFD, Level 1(d).

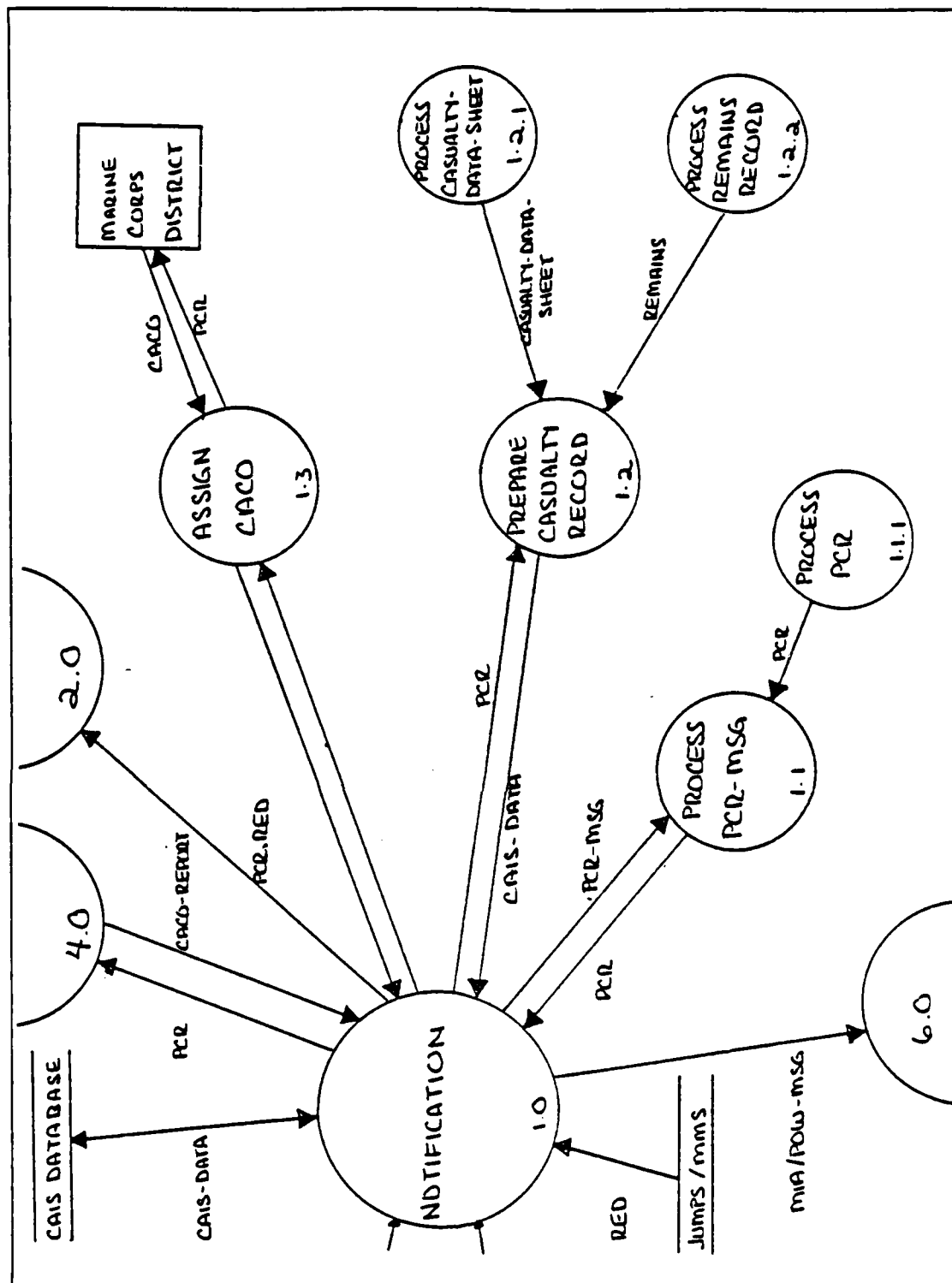


Figure 2.8 CAIS DFD, Level 2(a).



the field, multiple users may be concurrently inputting data. Similarly, a user may be required to input the same data to several records concurrently, as in a mass casualty situation.

(2) Notification of Next of Kin. CAIS will enable a user to append to the CAIS database records, all data required to initiate and/or monitor the notification of both PNOK and SNOK. The additional information is used to identify the specific organizations and individuals tasked with relaying casualty information to the NOK.

The Notification of Next of Kin process adds the following elements to each record as the data become available.

- \* Marine Corps Activity nearest to the PNOK
- \* Marine Corps District of the Base or Inspector-Instructor (I-I) assigned
- \* Name, grade unit, work/home telephone of the Casualty Assistance Call Officer (CACO)
- \* Date of confirmation Mailgram/telegram/letter from HQMC
- \* Name and grade of any prior CACO or remains-escort
- \* Sequential, short narrative updates submitted by the CACO

(3) Assistance to Next of Kin.

(a) Funeral. This process will require CAIS ability to accept and append data to the existing database records regarding the movement of the servicemember's remains to the place of interment. The Casualty Section will be informed, via the CACO, of the family's desires regarding the assignment of escorts who are to accompany the body, and the location of interment. This information is used by the Casualty Section to coordinate transportation and funeral arrangements. The following data are minimal requirements to support this function, and will be entered by the Casualty Section as they are confirmed:

- \* Special requests from the NOK concerning the funeral
- \* Name, unit and work/home telephone numbers of escort(s)

- \* Name, address, phone number and point of contact at mortuary

- \* Date and location of interment

(b) Benefits. This process will require CAIS ability to accept and append data to the existing CAIS database regarding survivor identification and eligibility for monetary and other benefits. This information will be used by the Casualty Section to trigger the processing of forms required to initiate payments. Each data element must reference the document from which the information originated. The following data are the minimum requirements for this action and shall be entered by the Casualty Section only:

- \* Name, address, phone number and relation to casualty of death, gratuity beneficiary, source document number, date and amount of payment

- \* Name, address, phone number and relation to casualty of arrears in pay beneficiary, source document number, date and amount of payment

- \* Name, address, phone number and relation to casualty of SGLI beneficiary (beneficiaries), relation to casualty, source document number, date and amount of payment

(c) Casualty Recording. CAIS must allow READ/WRITE access to its CAIS database to produce and update information required for periodic reports and ad hoc queries. This process will not add, change or delete data contained in any records outside of the CAIS database. The purpose of this process is to allow a user-friendly means of retrieving information stored in one or more records. Users in the Casualty Section must be able to obtain this information rapidly and in a format suitable to their specific needs. The following functions are examples of those requiring READ/WRITE access to the CAIS database:

- \* Gathering information

- \* Filling out internal and external forms

- \* Completing research for official correspondence

- \* Responding to official telephonic queries

- \* Performing statistical analysis and modeling

- \* Maintaining historical records

c. Reduce the Incidence of Human Error

The requirement for the CAIS to READ (and on its own, to also WRITE) onto specified databases has been amplified in the above subparagraphs. Both capabilities will eliminate the risk of errors caused by the attempted retrieval and manual duplication of data in JUMPS/MMS.

d. Verify Survivor Benefits Determination

Upon the death of a servicemember, payment of any pay and allowances is made to the person(s) designated as beneficiary, in writing, providing the beneficiary is surviving on the date of the servicemember's death. Designation of the beneficiary is made on the RED. The accuracy of this record, therefore, is of critical importance to the Casualty Section, and the timely retrieval of beneficiary data important to both the Casualty Section and NOK. Additionally, timely notification of the designated NOK is critically important, particularly in a mass or recurring casualty situation receiving national attention.

3. Inputs/ Outputs

A complete Data Flow Diagram of CAIS, Version 0, is contained in Figures 2.3 - 2.9. The data dictionary for CAIS, Version 0, is contained in Appendix B.

4. Database Characteristics

All input information will be stored in the CAIS database. The database will be written in sequential format so that it can be stored as a disk file or written to magnetic tape. It will be updated by the Casualty Section, using a microcomputer database processor. CAIS will produce casualty records as described in preceding paragraphs. A detailed format of these records will be provided in the CAIS System Specification. The storage space for each record is anticipated to be 12K Bytes.

## 5. Failure Contingencies

The following subsections provide a discussion of possible failures in the hardware or software system, the consequences of such failures and alternative courses of action that may be taken to satisfy information requirements.

### a. Backup

CAIS will be stored on the Marine Corps system database reclaim tape. A backup tape will contain the most up-to-date version. An archive tape will contain a copy of all inactive records. The accuracy of the input database is the responsibility of the Casualty Section.

Continuity of operations, including the capability to operate 24 hours a day for several days at a time, is required. Protection must be provided to ensure the integrity of the CAIS database. Therefore, a high degree of hardware and software fault toleration must be built into the design of this system.

### b. Fallback

While CAIS is being implemented, the existing, manual casualty reporting system must be maintained. After parallel runs of the current and CAIS Version 0 are run, there will be no reason to continue with manual processing, although that will remain the fallback process.

## 6. Security

All data entered into the CAIS database is unclassified. Security of hardware and software associated with CAIS will be in accordance with published directives.

## D. DESIGN DETAILS

### 1. System Description

The first step in CAIS, which is automated, is the creation of the CAIS database to conform to the programming specifications of the MCCDPA mainframe computer system. The CAIS database is used to prepare all reports, packages and general correspondence prepared by CMC (Code MHP-10).



The second step, which is manual, is to input the PCR and prepare the CACO Packet (CACPAC), the NOK Casualty Assistance Package, Casualty Assistance Information Packages and, in the case of active duty deaths and Missing in Action/Prisoner of War casualties, prepare and transmit the DD Form 1300, Report of Death and the MIA/POW casualty message, then Unit Diary entry, respectively.

The third step, which is manual, is to take action on requests and claims submitted by designated NOK/beneficiaries, process vouchers and benefit payment authorizations from the Veterans Administration, SGLI Corporation and Marine Corps Finance Center, and to monitor CACO Casualty Assistance Call Reports.

The final step, which is automated, is to update each casualty data record, update the CAIS database and archive any casualty data record which is no longer active, generally 90 days after creation.

CAIS must meet the requirements listed in Section C. above. To do this, CAIS must include interactive processes for entering and maintaining casualty identification data, benefits determination information, next of kin data, disposition of remains data, Casualty Assistance Calls Officer reports, and casualty record of information.

## 2. System Functions

The following sub-sections define the system functions CAIS must provide, and that are contained within the Casualty Assistance Information file. A detailed description of each data element is contained within the CAIS Data Dictionary.

### a. Personnel Casualty Report

Initial casualty identification results from the processing of data contained in the Personnel Casualty Report (PCR) message.

b. Benefits Determination Information

Benefits due the designee(s) of a Marine casualty are determined by the Benefits Determination Unit of the Casualty Section. Benefits due are based upon a casualty's pay in arrears, SGLI election, participation in the Veteran's Education Assistance Program (VEAP), as well as participation in any civilian insurance program(s).

c. Next of Kin Data

Primary and secondary next of kin data are drawn from a casualty's Record of Emergency Data, DD Form 93, which is accessed by the Casualty Section from JUMPS/MMS.

d. Disposition of Remains Data

These data are provided by both the Casualty Assistance Calls Officer and Escort (in the case of an active duty death), and by the next of kin in a case of the death of a retired Marine.

e. Casualty Assistance Calls Officer Report

This report is an accounting of the assistance provided, in the case of an active duty death, by the assigned CACO to the next of kin. It is forwarded by the CACO to CMC (Code MHP-10) upon completion of all CACO duties.

f. Casualty Data Record

This record contains all additional data required by CAIS, not contained in other files, such as date-time-groups and points of contact for any casualty assistance item.

3. Flexibility

Because of the modular structure of CAIS, other manpower/information systems, and users, not currently scheduled for interfacing with CAIS will be able to do so with minimal modification to CAIS.

The programs written for CAIS should be in high-level languages which allow easy transfer of the

programs within the computer environments available to the Marine Corps. Additionally, all programs should be written to meet the standards outlined in the Automated Data Processing (ADP) Management Standards Manual of the Marine Corps.

#### 4. System Data Dictionary

The inputs, outputs and data flows of CAIS are contained in the CAIS Data Dictionary.

### E. ENVIRONMENT

This section describes the system hardware and software required for CAIS.

#### 1. Hardware Environment

CAIS should be designed to operate on equipment maintained at HQMC (Code MHP-10), the MCCDPA, MCDEC Quantico, VA, and at each of the six Marine Corps District Headquarters. The following is a listing of the equipment required.

LOCATION	EQUIPMENT TYPE	NO. REQUIRED
HQMC(MHP-10)	IBM-PC/AT	6
	Internal Storage	1.2 MByte
	Floppy Disk Drives	12
	Line Printer	3
	MODEM (1200 BAUD)	6
MCCDPA, MCDEC	Amdahl 470	1
	Internal Storage	100 MBytes
	Tape Drive	1
	Disk Drive	1
MC District	IBM-PC	1
	Internal Storage	256K Bytes
	Floppy Disk Drives	2
	Line Printer	1
	MODEM (1200 BAUD)	1

Because they do not process classified data, the IBM-PC equipment and the Amdahl equipment do not require special approval, in accordance with current ADP directives. Any system which CAIS interfaces with will continue to be run in the same equipment environments.

## 2. Support Software Environment

The portion of CAIS running on the IBM-PC must be designed to operate under the DOS 3.10 or higher operating system. The IBM-PC programs must be written using an IBM-compatible database language.

The SMARTCOM II (or equivalent) communications package must be available for transmitting data between the HQMC IBM-PCs and the Amdahl 470.

The portion of CAIS running on the Amdahl must be designed to operate under the OS operating system in the Remote Operating System Conversational Environment (ROSCOE). The Amdahl programs must be written in either VS FORTRAN Version 3.0 or VS COBOL Version 2.4.

## F. SYSTEM DEVELOPMENT PLAN

The System Development Plan, to include a summary of cost factors required in accordance with DOD Instruction 7041.3 [Ref. 1], shall be prepared either by the MCDEC MCCDPA or be contracted to a computer time sharing vendor, as directed by the Commandant of the Marine Corps (Code MPI-40).

### III. DATA REQUIREMENTS DOCUMENT

#### A. GENERAL

##### 1. Purpose of the Data Requirements Document

The purpose of this Data Requirements Document (RD) for the development of the Causalty Assistance Information System (CAIS) is to list and define the data elements which CAIS must handle and to communicate data collection requirements to the user.

##### 2. Modification of Data Requirements

This document follows the guidelines contained in DOD-STD-7935 [Ref. 4]. Any changes will be listed on the Record of Changes page and will be approved by the Manpower Management Information Systems Branch (Code MPI-40), Headquarters, U.S. Marine Corps (HQMC).

##### 3. Security

The casualty information and benefits determination data in CAIS are sensitive information about a Marine whose next of kin (NOK) depend upon its accuracy and validity. Both access and output controls will be used to protect this information.

Access to the information contained within the CAIS database will be controlled by documented distribution of an active account and a valid password to access that account. The accounts and passwords will be controlled by the Human Resources Division (Code MHP) of the Manpower Department (Code M), HQMC.

The output from CAIS will be controlled by the automated database package developed to query the database. Report production will be limited on a field (data element) basis to authorized users. The CAIS database package will control access of data to the field level. Reports from CAIS will be limited to those organizations which have a

role in casualty reporting, benefits determination, NOK notification, or casualty assistance.

The CAIS database will contain personnel data; therefore, use and dissemination of data will be in accordance with the Privacy Act of 1974.

## B. DATA DESCRIPTION

This section describes the logical database design and the individual data elements associated with it. This section references data elements that are defined in the CAIS Data Dictionary, contained in Appendix B.

While the procedures of the Casualty Section (HQMC Code MHP-10) may change over time, the fundamental structure of its data does not. New data may be added to CAIS, but the relationships among existing data entities will not significantly change. The Headquarters Master File (HMF) database will provide the foundation upon which CAIS will be built.

### 1. Logical Organization of Static System Data

Static data are defined by DOD-STD-7935 [Ref. 4] as the data used by the system for either parametric control or reference purposes. The data elements within these tables are typically used by programs to validate input transactions or as prompts to assist the user in choosing allowable entries. Static system data are updated infrequently, and only by the database administrator (DBA).

The following CAIS static data elements are organized by file, group or item, as defined within the data dictionary.

FILE: RED

Branch-of-Service  
Component-Service-Status  
MCC  
RUC  
SGLI-Bene

SGLI-Elect  
SGLI-Pay  
NOK-Dir  
GROUP: SSN

FILE: PCR

Casualty-Status  
Casualty-Type  
Sex  
Remains-Code  
Religion  
Personal-Service-Awards  
MIA-Category

FILE: REMAINS

Remains-Escort-MCC  
Remains-Escort-RUC

FILE: CACO-REPORT

CACO-MCC  
CACO-RUC

FILE: DD1300

DD1300-Heading-Type  
DD1300-Reporting-Unit-MCC  
DD1300-Reporting-Unit-RUC  
HOR-County  
Race

2. Logical Organization of Dynamic Input Data

DOD-STD-7935 [Ref. 4] defines dynamic input data as those which are input into the system and updated during normal processing.

The following CAIS dynamic input data elements are organized by file, group or item, as defined within the CAIS Data Dictionary.

FILE: PCR

GROUP: SSN

SSN-01

GROUP: SSN-02-10

SSAN-02-04

SSAN-05-06

SSAN-07-10

GROUP: Casualty

Name

Rank

GROUP: MOS

BMOS

GROUP: PMOS

PMOS-General-Field

PMOS-Special-Field

GROUP: Component

Branch-of-Service

Component-Service-Status

GROUP: UNIT

MCC

RUC

Casualty-Type

Casualty-Status

Sex

RED-Date

GROUP: NOK

NOK-Flag

GROUP: PNOK

PNOK-Name

PNOK-Relationship

PNOK-Street

GROUP: PNOK-City-State-Zip



PNOK-City  
 PNOK-State  
 PNOK-Zip  
 GROUP: SNOK  
     SNOK-Name  
     SNOK-Relationship  
     SNOK-Street  
     GROUP: SNOK-City-State-Zip  
         SNOK-City  
         SNOK-State  
         SNOK-Zip  
 GROUP: Not-Notify  
     Not-Notify-Flag  
     Not-Notify-Name  
     Not-Notify-Street  
     GROUP: Not-Notify-City-State-Zip  
         Not-Notify-City  
         Not-Notify-State  
         Not-Notify-Zip  
 GROUP: Death  
     Death-Cause  
     Death-DTG  
     Death-Place  
 Circumstances  
 Investigation  
 Remains-Code  
 PEBD  
 GROUP: PAY  
     Amount  
     GROUP: Incent  
         Pro-Pay  
         HFC  
         Sea-Foreign-Duty  
     Special-Pay  
 GROUP: Pay-Arrears

Pay-Arrears-Name  
Pay-Arrears-Street  
GROUP: Pay-Arrears-City-State-Zip  
Pay-Arrears-City  
Pay-Arrears-State  
Pay-Arrears-Zip

Religion

Personal-Service-Awards

GROUP: SGLI

SGLI-Bene  
SGLI-Elect  
SGLI-Pay  
SGLI-Eff-Date

Diagnosis

GROUP: Hospital

Hospital-Flag  
Hospital-Name  
Hospital-City  
Hospital-State

GROUP: Incident

Incident-Time  
Incident-Date  
Incident-Location

Prognosis

MIA-Catagory

Remarks

FILE: RED

Name

GROUP: SSN

SSN-01

GROUP: SSAN-02-10

SSAN-02-04  
SSAN-05-06  
SSAN-07-10

GROUP: SGLI

SGLI-Bene

SGLI-Eff-Date

SGLI-Elect

SGLI-Pay

NOK-Dir

GROUP: Father

Father-Flag

Father-Name

Father-Street

GROUP: Father-City-State-Zip

Father-City

Father-State

Father-Zip

GROUP: Mother

Mother-Flag

Mother-Name

Mother-Street

GROUP: Mother-City-State-Zip

Mother-City

Mother-State

Mother-Zip

GROUP: Spouse

Marital-Status

Spouse-Name

Spouse-Street

GROUP: Spouse-City-State-Zip

Spouse-City

Spouse-State

Spouse-Zip

GROUP: Pay-Arrears

Pay-Arrears-Name

Pay-Arrears-Street

GROUP: Pay-Arrears-City-State-Zip

Pay-Arrears-City

Pay-Arrears-State  
Pay-Arrears-Zip  
GROUP: Gratuity  
Gratuity-Name  
Gratuity-Street  
GROUP: Gratuity-City-State-Zip  
Gratuity-City  
Gratuity-State  
Gratuity-Zip  
GROUP: Not-Notify  
Not-Notify-Flag  
Not-Notify-Name  
Not-Notify-Street  
GROUP: Not-Notify-City-State-Zip  
Not-Notify-City  
Not-Notify-State  
Not-Notify-Zip  
GROUP: Child  
Child-Flag  
Child-Name  
Child-Street  
GROUP: Child-City-State-Zip  
Child-City  
Child-State  
Child-Zip  
GROUP: Insurance  
Insurance-Flag  
Insurance-Name  
Insurance-Policy  
Rank  
GROUP: PNOK-Recall  
PNOK-Recall-Phone  
PNOK-Recall-Relationship  
GROUP: Unit  
MCC

RUC  
RED-Date  
Dep-Det-Date

FILE: CACO-REPORT

GROUP: SSN

SSN-01

GROUP: SSAN-02-10

SSAN-02-04

SSAN-05-06

SSAN-07-10

GROUP: CACO

CACO-Name

GROUP: CACO-SSN

CACO-SSN-01

GROUP: CACO-SSAN-02-10

CACO-SSAN-02-04

CACO-SSAN-05-06

CACO-SSAN-07-10

CACO-Rank

GROUP: CACO-Phone

CACO-Phone-Home

CACO-Phone-Work

GROUP: CACO-Unit

CACO-MCC

CACO-RUC

GROUP: CACO-Report

CACO-Report-A

CACO-Report-B

CACO-Report-C

CACO-Report-D

CACO-Report-E

CACO-Report-F

CACO-Report-G

CACO-Report-H

CACO-Report-I  
CACO-Report-J  
CACO-Report-K  
CACO-Report-L  
CACO-Report-M  
CACO-Report-N  
CACO-Report-O  
CACO-Report-P  
CACO-Report-Q  
CACO-Report-R  
CACO-Report-S  
CACO-Report-T

GROUP: Interment

Honors

GROUP: Cemetary

Cemetary-Flag

Cemetary-Name

Cemetary-Street

GROUP: Cemetary-City-State-Zip

Cemetary-City

Cemetary-State

Cemetary-Zip

Burial-Date

NOK-45-Day-Phone

NOK-Address-Flag

Remarks

Completion-Date

Mileage

FILE: REMAINS

GROUP: SSN

SSN-01

GROUP: SSAN-02-10

SSAN-02-04

SSAN-05-06

SSAN-07-10

GROUP: Casualty

Name

GROUP: Unit

MCC

RUC

GROUP: MOS

BMOS

GROUP: PMOS

PMOS-General-Field

PMOS-Special-Field

Rank

GROUP: Component

Branch-of-Service

Component-Service-Status

GROUP: Death

Death-Cause

Death-DTG

Death-Place

GROUP: CACO

CACO-Name

GROUP: CACO-SSN

CACO-SSN-01

GROUP: CACO-SSAN-02-10

CACO-SSAN-02-04

CACO-SSAN-05-06

CACO-SSAN-07-10

CACO-Rank

GROUP: CACO-Phone

CACO-Phone-Home

CACO-Phone-Work

GROUP: CACO-Unit

CACO-MCC

CACO-RUC

GROUP: NOK

NOK-Flag  
 GROUP: PNOK  
     PNOK-Name  
     PNOK-Relationship  
     PNOK-Street  
     GROUP: PNOK-City-State-Zip  
         PNOK-City  
         PNOK-State  
         PNOK-Zip  
 GROUP: SNOK  
     SNOK-Name  
     SNOK-Relationship  
     SNOK-Street  
     GROUP: SNOK-City-State-Zip  
 GROUP: Remains-Escort  
     Remains-Escort-Name  
     Remains-Escort-Rank  
     Remains-Escort-Type  
     GROUP: Remains-Escort-Unit  
         Remains-Escort-MCC  
         Remains-Escort-RUC  
 Personal-Service-Awards  
 GROUP: Overseas-Mortuary  
     Overseas-Mortuary-Name  
     Overseas-Mortuary-Location  
 GROUP: Mortuary  
     GROUP: Mortuary-POC  
         Mortuary-POC-Date  
         Mortuary-POC-Name  
         Mortuary-POC-Phone  
         GROUP: Mortuary-City-State-Zip  
             Mortuary-City  
             Mortuary-State  
             Mortuary-Zip  
 GROUP: Remains-Itinerary



Remains-Itinerary-Departure  
Remains-Itinerary-Flight  
Remains-Itinerary-Arrival  
GROUP: Remains-Itinerary-Airport  
    Remains-Itinerary-Airport-Name  
    Remains-Itinerary-Airport-City  
GROUP: Interment  
    Honors  
    Burial-Date  
GROUP: Cemetary  
    Cemetary-Flag  
    Cemetary-Name  
    Cemetary-Street  
GROUP: Cemetary-City-State-Zip  
    Cemetary-City  
    Cemetary-State  
    Cemetary-Zip

Comments

3. Logical Organization of Dynamic Output Data

DOD-STD-7935 [Ref. 4] defines dynamic output data as those data which are updated and output by a system during normal processing. The following files contain the CAIS output data:

FILE: DD1300

GROUP: DD1300-Heading  
    DD1300-Heading-Date  
    DD1300-Heading-Number  
    DD1300-Heading-Type  
GROUP: Casualty  
    Name  
GROUP: Unit  
    MCC  
    RUC  
GROUP: MOS

BMOS

GROUP: PMOS

PMOS-General-Field

PMOS-Special-Field

Rank

GROUP: Component

Branch-of-Service

Component-Service-Status

GROUP: SSN

SSN-01

GROUP: SSAN-02-10

SSAN-02-04

SSAN-05-06

SSAN-07-10

GROUP: Birthplace

Birthplace-City

Birthplace-State

Pay

Amount

Special-Pay

GROUP: Incent-Pay

Pro-Pay

HFP

Sea-Foreign-Duty

GROUP: NOK

NOK-Flag

GROUP: PNOK

PNOK-Name

PNOK-Relationship

PNOK-Street

GROUP: PNOK-City-State-Zip

PNOK-City

PNOK-State

PNOK-Zip

GROUP: SNOK

SNOK-Name  
SNOK-Relationship  
SNOK-Street  
GROUP: SNOK-City-State-Zip  
GROUP: DD1300-Reporting-Unit  
DD1300-Reporting-Unit-MCC  
DD1300-Reporting-Unit-RUC  
GROUP: HOR  
HOR-County  
HOR-State  
GROUP: DD1300-Status  
DD1300-Status-Battle  
Casualty-Status  
GROUP: Death  
Death-Cause  
Death-DTG  
Death-Place  
Race  
Sex  
Religion  
DOB  
Comments  
GROUP: Prior-Service-Data  
Prior-Service-Flag  
Prior-Service-Date  
Prior-Service-Branch  
GROUP: Prior-Service-Unit  
Prior-Service-Unit-Command  
Prior-Service-Unit-Location  
DD1300-CMC-Rep  
DTB  
Casualty-Type  
GROUP: Last-Entry-Active-Duty  
Last-Entry-Active-Duty-Date  
Last-Entry-Active-Duty-Station

Last-Entry-Active-Duty-City  
Last-Entry-Active-Duty-State  
Crew  
RED-Date  
DD1300-Distribution

FILE: CAIS-DATA

FILE: PCR

FILE: REMAINS

FILE: RED

FILE: CACO-REPORT

GROUP: NOK-Notification

GROUP: PNOK-Notification

PNOK-Notification-DTG

PNOK-Notification-Mailgram

PNOK-Notification-ITO

GROUP: SNOK-Notification

SNOK-Notification-DTG

SNOK-Notification-Mailgram

SNOK-Notification-ITO

PCR-Msg-DTG

CACPAC-Date

CACO-Orders

Case-Closed

#### 4. Internally Generated Data

Version 0 of CAIS does not contain any internally generated data. It is anticipated that subsequent versions will incorporate such derived data to calculate percentages of specific data elements appearing on output reports. Examples include casualty percentage breakdown by date-of-birth, race, home-of-record, rank, etc.

## 5. System Data Constraints

At this time there are neither known nor anticipated system data constraints with respect to future expansion or utilization, unless previously described in the CAIS Functional Description.

### C. USER SUPPORT FOR DATA COLLECTION

The data values that must be gathered by the user and entered into the CAIS are defined and described in this section.

#### 1. Data Collection Requirements and Scope

The information required by the developer in order to establish values for each data element is provided by the CAIS Data Dictionary, held at the Marine Corps Central Design and Programming Activity (MCCDPA), Kansas City, Missouri. Additionally, the user should reference both MCO P3040.4B, the Marine Corps Casualty Procedures Manual, and MCO P1610.7, the Joint Uniform Military Pay System/ Manpower Management System (JUMPS/MMS) Codes Manual.

##### a. Input Source(s) of the Data Element

- \* Personnel Casualty Report (PCR)
- \* JUMPS/MMS
- \* Headquarters Master File (HMF)
- \* Users

##### b. Input Device

There are three separate hardware devices that can be used for input. One method of input is to extract resident information from the HQMC JUMPS/MMS and HMF, as needed. Data entities input by the HQMC master system include Record of Emergency Data (RED) and social security number (SSN). A second method of input is by electronic transfer from the Amdahl mainframe at the MCCDPA, MCDEC Quantico, Virginia. Data entities that will be input from the mainframe include Casualty, CACO and Remains Escort data. The third method is through a microcomputer cathode-ray-tube (CRT) terminal.

c. Recipients

This item categorizes the data entities and specifies those users who should be cognizant of the data. The data elements can be classified into two categories:

- \* Data elements input to the system, processed by it and output from it, unchanged
- \* Data elements input to the system, used for reference, but not normally output from it

Users are classified into three groups:

- \* System Controller/ Database Administrator (DBA)
- \* CAIS Users
- \* Other HQMC Users

The DBA maintains the system and so has access to all data elements.

The CAIS users are responsible for Marine Corps casualty processing and procedures. Their access to data elements input from JUMPS/MMS and the HMF is limited to READ-only.

Other HQMC users, such as the Division of Public Affairs and the Manpower Department have READ-only access to the data elements contained within CAIS.

d. Output Form/ Device

All data elements can be output either as hardcopy (paper) or on a CRT monitor. The data elements which will be required on paper are those which comprise the file DD1300, generated as DD Form 1300, Report of Casualty, the military death certificate.

e. Expansion Factors

The system will be required to expand to meet the sustained, heavy casualty reporting requirements of a declared war or conflict. Specific limitations of the proposed system are contained in the CAIS Functional Description.

f. Frequency of Update

The update of CAIS will be either daily or as needed, depending upon the tempo of casualty processing.

## 2. Recommended Source of Input Data

The PCR, RED, Casualty Assistance Calls Officer (CACO) Report and the Remains Record are the principal source documents for input into CAIS.

The source for the PCR comes from the defined chain of command at the unit or activity level. The commanding officer is responsible for the accurate completion of the PCR electronic message.

The RED will be extracted from the HMF. There will be no need for the Casualty Section to modify information contained in this master file.

The CACO is responsible for the accuracy of the CACO Report and for the initial information provided to the Casualty Section for the Remains Record. Information from the CACO will be entered into CAIS by Casualty Section users, responsible for the accuracy of their work.

## 3. Data Collection and Transfer Procedures

Data elements from the PCR, CACO Report and Remains files will be collected via written or electronic transmission, to include telephone modem and message channel links.

HMF data extracted from Class I systems will be transferred via the Marine Corps Data Network, and is limited to personnel and military activity data.

### a. Input Formats

CAIS data will be input via microcomputer terminal. A series of menus and screens will prompt the user for required information.

Figure 3.1 shows the screen format for the video screen layout. Format elements such as control information, title, heading, error messages and screen subject content are placed consistently on every screen. The monitor screen is divided into three areas:

- \* Label
- \* Content/ Instructions
- \* Error/ Help Messages

The general location of these areas is maintained on all screens.

(1) Screen Label. The screen label uses rows 1 through 6 of the screen and contains the following information:

- \* User Name. Each screen should identify the user currently logged onto a terminal. This datum is available from the security system when the user logs into his or her account.
- \* System Name. The system name is CAIS, which will be displayed in upper-case letters in the center of line 2 on the screen.
- \* Date/ Time. The current date and time from the system clock will be displayed in spaces 61-75 of line 2 on the screen.
- \* Page Number. The CAIS files contain more data than can be displayed on a single screen. The Page Number field will take the form of

Page\_\_\_of\_\_\_.

- \* Screen Number. The screen number is a unique identifier assigned to a screen as part of the design process.
- \* Screen Name. Each file has a unique screen title which is displayed in upper-case characters in the center of line 5 on the screen.
- \* Casualty SSN. The SSN of the casualty whose CAIS information is being viewed is displayed in spaces 65-78 of line 5 on the screen.

(2) Screen Content Or Instructions. Screen content is the subject matter of the screen such as menu or data entry screens. Instructions will be provided to the user on how to input required information. Rows 7 through 21 will be for the screen display of content or instructions.

(3) Error Or Help Messages. System error and user help messages will be displayed on lines 22 and 23 of the screen in "user-friendly" terms, accompanied by a "beep" to draw user attention to the message.



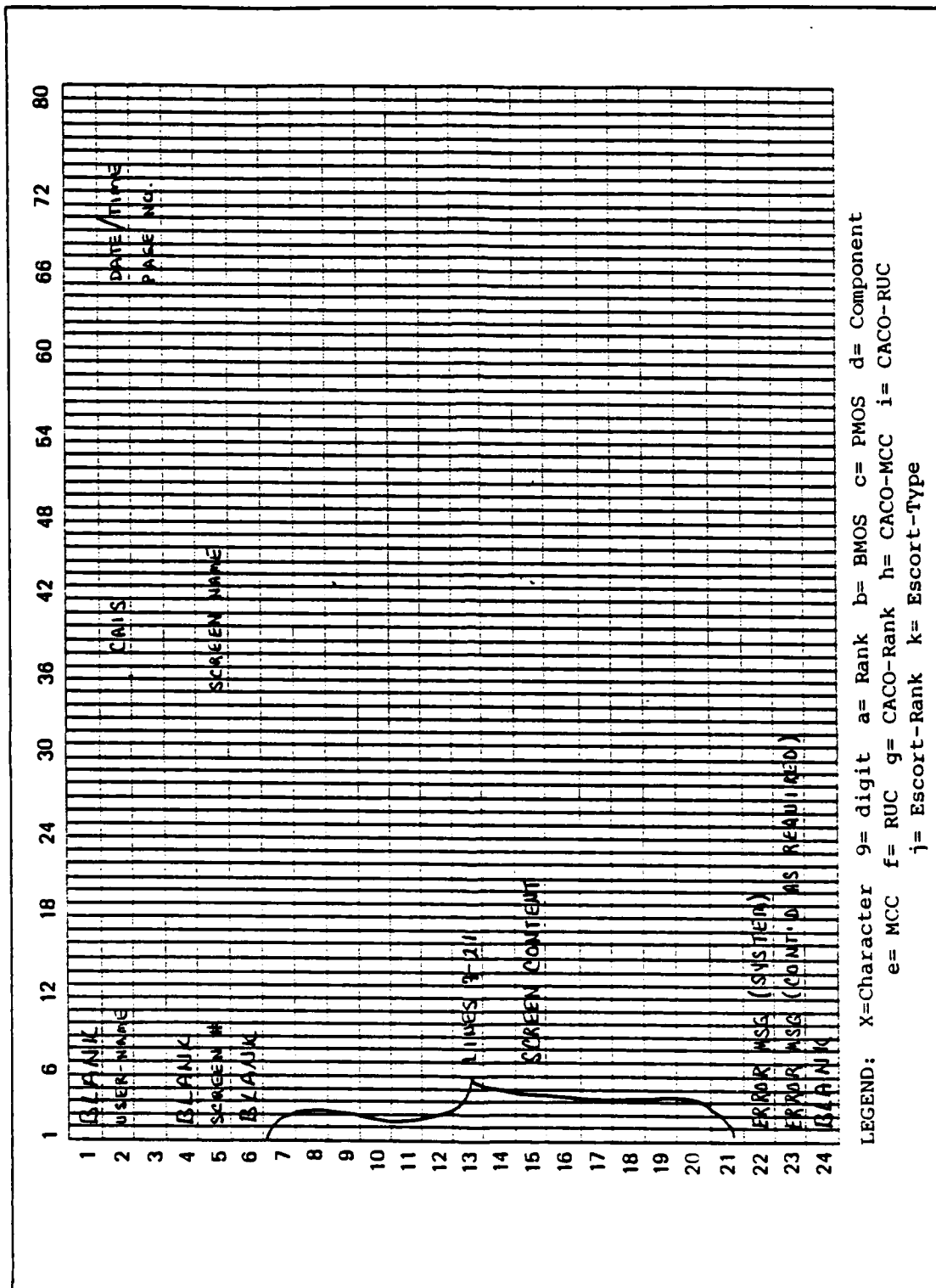


Figure 3.1 CAIS Video Screen Layout.

(4) CAIS Screens. Examples of several of the screens which form CAIS files that a user may view after correctly logging into CAIS are described below. The ability to access screens and write onto files is limited according to the authority of each user's account.

- \* Options Menu. This menu is illustrated in Figure 3.2 and contains the list of functions which a user can perform. This is the screen for CAIS users and the DBA. Other HOMC users will be able only to access the PRODUCE REPORTS screen.
- \* Review Casualty Data Sheet Data. If this option is selected then the data contained in the CAIS DATA file is displayed on eleven separate screens. This option will be available to authorized users for the purpose of reviewing the file. See Figures 3.3 through 3.13.
- \* Produce Reports. If this option is selected then Figure 3.15 is displayed. The user has five choices of reports and the option of having the report in hardcopy or displayed on the CRT terminal. The following reports are accessible:
  - Personnel Casualty Report (PCR)
  - Record of Emergency Data (RED)
  - Remains Record
  - CACO Report
  - DD Form 1300 (Report of Casualty)
- \* Record/Field Changes. This option allows the user to change personnel data, change text or delete the Casualty Data Sheet record, via a menu, as shown in Figure 3.15.
- \* Input CAIS Data. This option repeats the series of screens displayed in Figures 3.4 through 3.13 for the purpose of initial data entry. It contains an input field for every field on the Casualty Data Sheet.
- \* Database Administration. Access to this option is limited to the DBA. Figure 3.18 shows the DBA Menu and functions.
- \* Exit from CAIS. This option causes the user to exit CAIS.

(5) Reports. The reports generated by CAIS are described above. All other information has limited access.



1	XXXXXXX	CAUS	RR XXX/RR:RR	72	80
2			PAGE 11 OF 11		
3					
4					
5	XXXX-RR	REVIEW CASUALTY DATA	SSN:XXXXXXXXXX		
6					
7	1.	GO TO PCR			
8	2.	GO TO RED			
9	3.	GO TO REMAINS RECORD			
10	4.	GO TO CACO REPORT			
11	5.	GO TO DD FORM 1300			
12					
13		PNOK NOTIFICATION DATE:RRRRRR	SNOK NOTIFICATION DATE:RRRRRRRR		
14					
15		PNOK INFORMATION PKG. DATE:RRRRRR			
16					
17		PCR MSG DTG:RRRRRRK NXX RR	CACO ORDERS DTG:RRRRRRK NXX RR		
18					
19		CRPAC DATE:RRRRRR	CASE CLOSED:RRRRRR		
20					
21		HIT <ESC> TO RETURN TO MAIN MENU	HIT <RETURN> TO DISPLAY NEXT RECORD		
22					
23					
24					

Figure 3.3 Review Casualty Data Screen.

1	6	12	18	24	30	36	42	48	54	60	66	72	80
1	XXXXXXX					CAUS						AA XXX/AA:99	
2												PAGE 1 OF 3	
3													
4	XXXX-99					RED						SSN: K999999999	
5													
6								aa	bbbb/cccc	dd	eee/ffff		
7	CASUALTY:K			NAME									
8	SPOUSE:K			NAME									
9	ADDRESS:K			STREET									
10	CHILD-1:K												
11	ADDRESS-1:K												
12	CHILD-2:K												
13	ADDRESS-2:K												
14	CHILD-3:K												
15	ADDRESS-3:K												
16	CHILD-4:K												
17	ADDRESS-4:K												
18	CHILD-5:K												
19	ADDRESS-5:K												
20													
21													
22													
23													
24													

Figure 3.4 RED Screen.



1	6	12	18	24	30	36	42	48	54	60	66	72	80
2	XXXXXX					CAUS						99 XXX/99:99	
3												PAGE 3 OF 3	
4													
5	XXXX-99					RED						SSN:XXXX999999	
6													
7	INSURANCE CO.	1.	X		NAME	X	X	POLICY #	X				
8		2.	X			X	X		X				
9		3.	X			X	X		X				
10		4.	X			X	X		X				
11		5.	X			X	X		X				
12													
13	PMOK RECALL:	9999999999	X										
14													
15	SQLI ELECT:	9	BENEFICIARY:	X	PAN DESIGNATION:	99	EFFECTIVE DATE:	999999					
16													
17	DATE EXTRACTED:	999999											
18													
19													
20													
21	WIT KESC>	TO	RETURN TO	MAIN MENU								WIT KRETURN>	TO DISPLAY NEXT RECORD
22													
23													
24													

Figure 3.6 RED Screen (cont'd.).

1	XXXXXX	CAUS	SSN: XXXX/XX/XX	66	72	80
2	XXXX-XX	PCR	SSN: XXXX/XX/XX	66	72	80
3						
4						
5						
6						
7	CASUALTY: K	NAME	XX 6666/XXXX	66	72	80
8	CASUALTY STATUS: XX	CASUALTY TYPE: A	SEX: X	RED DATE: 999999		
9	PNOK: K	NAME	REL: XX	PH#: 9999999999	MS-DAN#: 9999999999	
10	ADDR: K	STREET	CITY	ST	ZIP	
11	SNOK: K		REL: XX	PH#: 9999999999	MS-DAN#: 9999999999	
12	ADDR: K		ST			
13	NOTIFICATION-1: K	NAME				
14	ADDRESS: K	STREET	CITY	ST	ZIP	
15	NOTIFICATION-2: K					
16	ADDRESS: K					
17	DEATH DTG: 99999999	XX XX	INVESTIGATION: 9	REMAINS CODE: 99	MIA CAT: 99	RELIG: X
18	CAUSE: K					
19						
20						
21	HIT <ESC>	TO RETURN TO MAIN MENU	HIT <RETURN>	TO VIEW NEXT SCREEN		
22						
23						
24						

Figure 3.7 PCR Screen.



1	XXXXXX	12	18	24	30	36	42	48	54	60	66	72	80
2	XXXXXX					CAIS						99 XXX/99:99	
3												PAGE 2 OF 3	
4													
5	XXXX-99					PCR						SSN:XXXX999999	
6													
7	PLACE:K												
8													
9													
10	PERD:999999	AMOUNT:XXX/9999:99	PROPAN:9999	NFP:999	SED:X	SP: PAN:X							
11	PAN-ADDRESS-1:K	NAME											
12	ADDRESS-1:K	STREET											
13	PAN-ADDRESS-2:K												
14	ADDRESS-2:K												
15	SGLI-BENEFICIARY:A	SGLI-ELECTION:A	SGLI-PANMENT:99	SELI-EFFECTIVE-DATE:9999									
16													
17	HOSPITAL:K	NAME											
18	DIAGNOSIS:K												
19													
20													
21	HIT KESR>	TO RETURN TO MAIN MENU	HIT K RETURN>	TO NEW NEXT SCREEN									
22													
23													
24													

Figure 3.8 PCR Screen (cont'd.).

1	XXXXXX	18	LAST	66	99	72	80
2	CAUS	36	PCR	60	99	72	80
3					PAGE 3 OF 3		
4	XXXX-99				SSN: XXXX999999		
5	RELIGION: Y	24	LAST RITES: 9				
6							
7	INCIDENT TIME (Z): 9999Z	42	INCIDENT DATE: 999999				
8	LOCATION: K						
9							
10	PROGNOSIS: K						
11							
12	CIRCUMSTANCE: K						
13							
14							
15							
16							
17	AWARDS:						
18							
19							
20							
21	HIT <ESC> TO RETURN TO MAIN MENU						
22	HIT <RETURN> TO VIEW NEXT RECORD						
23							
24							

Figure 3.9 PCR Screen (cont'd.).



1	6	12	18	24	30	36	42	48	54	60	66	72	80
1	XXXXXXXX												
2						CAIS					99 YYY/99:99		
3											PAGE 2 OF 2		
4													
5	XXXX-99					REMAINS RECORD					SSN: Y999999999		
6													
7	ESCORT:K												
8	CONUS-MORTUARY:K												
9	CONUS-MORTUARY-POB:K												
10	CONUS-MORTUARY-ADDR:K												
11	REMAINS-ITINERARY-DEPART:K												
12	REMAINS-AIRPORT:K												
13	INTERMENT-HONORS:K												
14	CEMETARY-ADDR:K												
15													
16	COMMENTS:												
17													
18													
19													
20													
21													
22													
23													
24													

Figure 3.11 Remains Record Screen (cont'd.).

1	XXXXXX	18	24	30	36	42	48	54	60	66	72	80
2	XXXXXX				CAIS					99 XXXX/99:99		
3										PAGE 1 OF 2		
4												
5	XXXX-99				CACO REPORT					SSN: XXXXXXXXXX		
6												
7	CACO: K											
8	CACO-WORK-PHONE: XXXXXXXXXX											
9	A											
10	B											
11	C											
12	D											
13	E											
14	F											
15	G											
16	H											
17	I											
18	J											
19	K											
20	L											
21												
22												
23												
24												

Figure 3.12 CACO Report Screen.

1	XXXXXXX	6	12	18	24	30	36	42	48	54	60	66	72	80
2	CAIS												AA XXX/AA:AA	
3													PAGE 2 OF 2	
4														
5	XXXX-AA							CACO REPORT					SSN:XXXXXXXXXX	
6														
7	M													
8	N													
9	O													
10	P													
11	Q													
12	R													
13	S													
14	T													
15	INTERMENT-HONORS:X	BURIAL-DATE:XXXXXX	CEMETARY:K										NAME	
16	CEMETARY-ADDR:K	street											ST K ZIP	
17														
18	NOX-HIS-DAY-PH#:	XXXXXXXXXX	NOX-ADDR-CHARGE:X	COMPLETION-DATE:XXXXXX	MILES									
19	REMARKS:													
20														
21	WAIT KESC TO RETURN TO MAIN MENU												WAIT KRETURN TO DISPLAY NEXT RECORD	
22														
23														
24														

Figure 3.13 CACO Report Screen (cont'd.).



1	XXXXXXX	CAIS	RR XXX/RR:RR
2			PAGE 1 OF 1
3			
4			
5	XXXX-RR	PRODUCE REPORTS	
6			
7		1. PERSONNEL CASUALTY REPORT (PCR)	
8			
9		2. RECORD OF EMERGENCY DATA (RED)	
10			
11		3. REMAINS REPORT	
12			
13		4. CACO REPORT	
14			
15		5. DD FORM 1300	
16			
17		6. RETURN TO MAIN MENU	
18			
19			
20		A. ENTER THE NUMBER OF THE DESIRED ACTION: A	
21		B. ENTER <W> FOR HARD COPY OR <C> FOR CRT REPORT: X	
22			
23			
24			

Figure 3.15 Produce Reports Screen.



1	XXXXXX	18	CAIS	66	99 XXX/99:99
2		24		72	PAGE 1 OF 1
3		30			
4	XXXX-99	36	RECORD/FIELD CHANGE MENU		SSN: XXXXXXXXXX
5		42			
6		48			
7		54	1. CHANGE PCR DATA		
8		60	2. CHANGE REMAINS DATA		
9		66	3. CHANGE CARD REPORT DATA		
10		72	4. DELETE RECORD		
11		78	5. RETURN TO MAIN MENU		
12		84			
13		90			
14		96			
15		102			
16		108			
17		114			
18		120			
19		126	ENTER THE NUMBER OF THE ACTION REQUESTED: 9		
20		132			
21		138			
22		144			
23		150			
24		156			

Figure 3.16 Record/Field Changes Screen.

1	6	12	18	24	30	36	42	48	54	60	66	72	80
1													
2	XXXXXXXX						CAIS						
3													
4													
5	XXXX-99						DELETE RECORD						
6													
7							DELETE CAIS RECORD FOR SSN:XXXXXXXXXX						
8													
9													
10							IS XXXXXXXXXXXX THE CORRECT SSN ?						
11													
12													
13							IS THIS RECORD STILL TO BE DELETED ?						
14													
15													
16													
17							WIT KESC> TO RETURN TO RECORD/FIELD CHANGE MENU						
18													
19													
20													
21													
22													
23													
24													

Figure 3.17 Sample Change Screen.

**Figure 3.18 DBA Functions Menu Screen.**

b. Output Format

Output formats will be generated by the Produce Reports screen. All of the information produced by the screens will be available on the CRT terminal or in hardcopy. DD Form 1300, the Report of Casualty, will be generated by CAIS.

4. Database Impacts

There are three general types of impacts associated with the collection and maintenance of the CAIS database. These are the developmental, operational and organizational impacts described in the following subsections.

a. Developmental Impacts

The development impacts of CAIS listed below must be considered.

(1) Manpower Requirements. Although additional manpower requirements are not anticipated with CAIS, trained personnel will be required during the prototyping and system installation phases. The system developer will be responsible for performing the acceptance test, and for developing test data to ensure CAIS operates according to specifications.

(2) Training. CAIS users will be presented with microcomputers, printers and related devices on which to run CAIS. Initial and proficiency training will be required in the use of both the microcomputer hardware and software for CAIS.

(3) Site Preparation. CAIS will introduce a number of microcomputer devices into the Casualty Section of HQMC (Code MHP-10) and at each Marine Corps District Headquarters. Developmental considerations in this area include workspace, power supply, telecommunication lines and noise reduction.

(4) System Implementation. CAIS will undergo extensive prototype testing to ensure it operates according

to system specifications. Following prototype testing and acceptance by HQMC, CAIS will become operational. The manual casualty assistance and reporting system will operate in parallel for a determined period during CAIS implementation and then be relegated to backup system status.

(5) Additional User Activities. During CAIS prototype testing, users (and anticipated users) must be prepared for the operation of the system. Standard operating procedures and policies must be prepared to guide users in the applications of CAIS. Additionally, individuals must be identified and designated as authorized users. This development effort necessarily needs to parallel CAIS development.

b. Operational Impacts

The following CAIS operational and procedural impacts must be considered.

(1) Proposed Interface. Users requiring information from CAIS will be able to do so interactively.

(2) Operating Procedures. Operating procedures will be changed greatly in the step from manual to automated CAIS. The tremendous increase in speed and accuracy of data transmission will have a marked effect upon Marine Corps casualty reporting. The DBA will be responsible for the operation of the microcomputer equipment, backups, system maintenance and daily operation.

c. Organizational Impacts

Implementation of CAIS will result in the following organizational impacts.

(1) Modification of Personnel Responsibilities. Three types of users will have access to CAIS, as mentioned earlier: DBA, CAIS users and other HQMC users. The DBA will be the technical user responsible for operating and maintaining the automated data processing

equipment (ADPE). CAIS users will be the primary users. The inclusion of Marine Corps District Headquarters personnel in this category will increase their present description of duties to include CAIS. Other HQMC users will have limited read-only access to Marine Corps casualty data.

(2) Change in Skill Requirements. CAIS will automate current manual casualty reporting and assistance processes, as well as expand them to Marine Corps District Headquarters personnel. CAIS will require user familiarity with such ADPE as terminals, printers, keyboards and modems. The operation of the integrated microcomputer-to-mainframe processing will be performed by the system controller with the necessary skills to operate the ADPE and perform backups, and ensure system security.

#### IV. CONCLUSION

The documents presented in Chapters two and three initiate the Definition and Design phase of the system life cycle for an automated casualty assistance information system (CAIS) for the Casualty Section, Headquarters, U.S. Marine Corps (HQMC). Research required in the preparation of these documents provided the following answers to the research questions raised in the Introduction. Those answers are summarized next.

1. The Functional Description contains levels zero through two(b) of the data flow diagram depicting the flow of information through the automated CAIS.
2. The data dictionary, contained as Appendix B, lists and defines the more than three hundred data elements which comprise the CAIS.
3. The Functional Description specifies hardware and software constraints of the automated CAIS. Additionally, the data dictionary specifies the Byte-length, character-type and access authority required for every data element of this system.
4. The Data Requirements Document contains seventeen cathode ray tube terminal screen designs depicting data processing and user interface requirements.

The conclusion of this thesis is that a prototype automated casualty assistance information system be developed, linking the Casualty Section with a selected Marine Corps District Headquarters, and with the Amdahl mainframe computer, located at the Marine Corps Central Design and Programming Activity, Marine Corps Development and Education Command, Quantico, Virginia. This recommendation has been presented to the Deputy Chief of Staff, Manpower Division, Headquarters, U.S. Marine Corps, for approval to continue with CAIS.

## APPENDIX A

### GLOSSARY

ADP . . . . .	Automated Data Processing
CACPAC . . . . .	Casualty Assistance Call Packet
CACO . . . . .	Casualty Assistance Calls Officer
CAIS . . . . .	Casualty Assistance Information System
CMC . . . . .	Commandant of the Marine Corps
Code(MHP-10) . . . . .	Casualty Section, Manpower Department, HQMC
CONUS . . . . .	Continental United States
DD Form 1300 . . . . .	Report of Casualty
DFD . . . . .	Data Flow Diagram
DOD . . . . .	Department of Defense
FILE . . . . .	Data collection of related files, groups and/or items
GROUP . . . . .	Data collection of related groups and/or items
HQMC . . . . .	Headquarters, U.S. Marine Corps
I-I . . . . .	Inspector/Instructor
ITEM . . . . .	A unique data item
JUMPS . . . . .	Joint Uniform Military Pay System
MCCDPA . . . . .	M.C. Central Design & Programming Activity
MCDEC . . . . .	M.C. Development & Education Command
MCO . . . . .	Marine Corps Order
MIA . . . . .	Missing In Action
MMS . . . . .	Manpower Management System
NOK . . . . .	Next of Kin
OCONUS . . . . .	Outside Continental United States
PCR . . . . .	Personnel Casualty Report
PNOK . . . . .	Primary Next of Kin
POW . . . . .	Prisoner of War



RED . . . . . DD Form 93, Record of Emergency Data  
SGLI . . . . . Servicemens Group Life Insurance  
SNOK . . . . . Secondary Next of Kin  
VA . . . . . Veterans Administration

## APPENDIX B

### CAIS DATA DICTIONARY WITH DATA MANAGER

#### 1- AMOUNT

ITEM

Held-As

Null-Suppressed

AlphaNumeric 10

Description

Pay grade and basic pay due a Marine, entered as  
E1-9 <or> W1-4 <or> O1-10 <and> 9999.99

Catalog

Type= ITEM

Source= GROUP: PAY

Access-Authority

CMC(M)

#### 2- ASSIGN-CACO

DEFD PROCESS

Description

Assignment of a Casualty Assistance Calls Officer (CACO),  
usually from the closest supporting Marine Corps District/  
activity to the primary next of kin (PNOK), for duty  
in accordance with MCO P3040.4B

Level 1

Catalog "DEFD"

1-3-ASSIGN-CACO

Contains

CACO

Inputs

PCR

Outputs

CACO

### 3- ASSISTANCE-ACTIONS

#### DFD PROCESS

##### Description

This process will accept and append data to the existing CAIS database regarding the movement of remains, interment, and survivor identification and eligibility

LEVEL 0

Catalog "DFD"

#### 4-ASSISTANCE-ACTIONS

##### Contains

CACO

##### Inputs

PCR

CACPAC

NOK-REQUESTS

##### Outputs

CASUALTY-INFO

CACO-RPT

### 4- AWARDS

#### DATAFLOW

##### Description

Verification of personal service awards due a casualty

LEVEL 1

Catalog "DFD"

#### AWARDS

##### Contains

PERSONAL-SERVICE-AWARDS

## 5- BENEFITS-DETERMINATION

### DEFD PROCESS

#### Description

Accepts and appends data to the existing casualty data record for survivor identification and eligibility for benefits and to trigger manual and automated processing of forms required to initiate benefits

#### LEVEL 0

#### Catalog "DEFD"

##### 2-BENEFITS-DETERMINATION

#### Contains

2-1-VERIFY-PAY  
2-2-VERIFY-DEPENDENTS  
2-3-VERIFY-RANK  
2-4-VERIFY-AWARDS  
2-5-VERIFY-RECORD-BOOK

#### Inputs

PCR  
RED  
MCFC-VOUCHER

#### Outputs

CA-INFO  
DD1300  
MCFC-CLAIM

## 6- BIRTHPLACE

### GROUP

#### Description

City and state of a servicemember's birth

#### Catalog "IDF"

SOURCE= FILE: DD1300

#### Contains

BIRTHPLACE-CITY  
BIRTHPLACE-STATE

7- BIRTHPLACE-CITY

ITEM

Entered-As

Null-Suppressed

AlphaNumeric 18

Description

A servicemember's city of birth

Catalog

Type= ITEM

Source= GROUP: BIRTHPLACE

Access Authority

CMC (M)

8- BIRTHPLACE-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

US Post office code for the state of a Marine's birth

Catalog

Type= ITEM

Source= GROUP: BIRTHPLACE

Access Authority

CMC(M)

9- BMOS

ITEM

Entered-As

Fixed

Numeric 4

Description

Military Occupational Specialty assigned to a  
Marine filling a T/O billet

Catalog

Type= ITEM

Source= GROUP: MOS

Access-Authority

CMC(M)

10- BRANCH-OF-SERVICE

ITEM

Entered-As

Fixed

AlphaNumeric 1

Description

The branch of service code, taken from the MMS Codes  
Manual

Catalog

Type= ITEM

Source= GROUP: COMPONENT

Access-Authority

CMC(M)

11- BURIAL-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

Date of Marine's burial, entered as YYMMDD

Catalog

Type= ITEM

Source= GROUP: INTERMENT

Access-Authority

CMC(MHP-10)

12- CACO

DATAFLOW

Description

Casualty Assistance Calls Officer: USMC representative, usually from the Marine Corps District where the next of kin resides, who makes the initial, personal notification; provides current information and follow-on assistance for NOK until all benefits controlled by the Marine Corps have been received by the NOK, or the Marine is removed from a casualty status, or services are no longer required.

LEVEL 0

Catalog "DFD"

CACO

Contains

CACO

13- CACO

GROUP

Description

The Casualty Assistance Calls Officer

Catalog "IDF"

Source= FILE: CACO-REPORT

Contains

CACO-NAME

GROUP: CACO-SSN

CACO-RANK

GROUP: CACO-PHONE

GROUP: CACO-UNIT

14- CACO-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 32

Description

The name of the Marine assigned by CMC(MHP-10) to  
serve as the CACO to the NOK of an active duty Marine

Note: CACO1NME= First CACO assigned

CACO2NME= Second CACO assigned

CACO3NME= Third CACO assigned

Catalog

Type= ITEM

Source= GROUP: CACO

Access-Authority

CMC(MHP-10)



15- CACO-PHONE

GROUP

Description

The home and work telephone numbers of a CACO

Catalog "IDF"

Source= GROUP: CACO

Contains

CACO-PHONE-HOME

CACO-PHONE-WORK

16- CACO-PHONE-HOME

ITEM

Held-As

Fixed

Numeric 10

Description

The area code and home phone number of a CACO

Catalog

Type= ITEM

Source= GROUP: CACO-PHONE

Access-Authority

CMC(MHP-10)

17- CACO-PHONE-WORK

ITEM

Held-As

Null-Suppressed

AlphaNumeric 11

Description

The AUTOVON (entered as Axxxxxxx), commercial (entered as Cxxxxxxxxxx) <or> FTS (entered as Fxxxxxxxx) work section phone number of a CACO

Catalog

Type= ITEM

Source= GROUP: CACO-PHONE

Access-Authority

CMC(MHP-10)

18- CACO-RANK

ITEM

Held-As

Null-Suppressed

AlphaNumeric 3

Description

The rank of an assigned CACO, entered as E6-E9 <or>

W1-W4 <or> 01-010

Catalog

Type= ITEM

Source= GROUP: CACO

Access-Authority

CMC(MHP-10)

19- CACO-REPORT

DATAFLOW

Description

Receipt of the CACO Report by CMC(MHP-10) following CACO's  
completion of duties assigned iaw MCO P3040.4B

LEVEL 0

Catalog "DFD"

CACO-RPT

Contains

CACO-REPORT

20- CACO-REPORT

FILE

Description

Form NAVMC HQ 362 forwarded to CMC(MHP-10) by CACO

Catalog "IDF"

Source= FILE: CAIS-DATA

Contains

GROUP: SSN

GROUP: CACO

CACO-REPORT-A

CACO-REPORT-B

CACO-REPORT-C

CACO-REPORT-D

CACO-REPORT-E

CACO-REPORT-F

CACO-REPORT-G

CACO-REPORT-H

CACO-REPORT-I

CACO-REPORT-J

CACO-REPORT-K

CACO-REPORT-L

CACO-REPORT-M

CACO-REPORT-N

CACO-REPORT-O

CACO-REPORT-P

CACO-REPORT-Q

CACO-REPORT-R

CACO-REPORT-S

CACO-REPORT-T

GROUP: INTERMENT

NOK-45-DAY-PHONE

CACO-REPORT-NOK-ADDRESS-FLAG

REMARKS

COMPLETION-DATE

MILEAGE

21- CACO-REPORT-A

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

The date, entered as YYMMDD <or> a description of CACO assistance provided to NOK about the DD Form 1300

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

22- CACO-REPORT-B

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Reimbursement of Burial Expenses (DD FORM 1375) submission date, entered as YYMMDD <or> a brief description of the assistance provided to NOK by the CACO

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

23- CACO-REPORT-C

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD <or> a description of the CACO assistance on pay arrears provided to the NOK

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

24- CACO-REPORT-D

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD <or> a description of the CACO assistance on death gratuity provided to the NOK

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

25- CACO-REPORT-E

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD <or> a description of the CACO assistance on personnel effects provided to the NOK

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

26- CACO-REPORT-F

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD <or> a description of the CACO dependents assistance provided to the NOK

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(M)

27- CACO-REPORT-G

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD, CACO provided information on the move to which dependents of a Marine who dies on active duty are entitled <or> a brief description of the CACO assistance provided to the NOK

Note Reference the Joint Travel Regulations

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

28- CACO-REPORT-H

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

The date, entered as YYMMDD, of CACO assistance provided to NOK <or> a brief account of the information provided on storing the household goods of the family of a Marine who dies on active duty, at location nearest the last residence for a period of 1 year from the date of death, at government expense

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)



29- CACO-REPORT-I

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

The date, entered as YYMMDD, of CACO assistance provided the NOK <or> a brief account of CACO assistance in requesting new Uniformed Services Identification and Priviledge Card

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

30- CACO-REPORT-J

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD <or> description of the CACO assistance concerning a casualty's service awards

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

31- CACO-REPORT-K

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD <or> description of the CACO  
personal will assistance provided to the NOK

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

32- CACO-REPORT-L

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD <or> a description of CACO  
Social Security assistance provided to the NOK

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

33- CACO-REPORT-M

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD <or> a description of CACO insurance assistance provided to NOK

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

34- CACO-REPORT-N

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
Alphanumeric 70

Description

Date Dependency and Indemnity Compensation assistance provided by the CACO, entered as YYMMDD <or> description of the assistance provided to the NOK on preparation of VA Form 21-534 or VA Form 21-535, as is appropriate

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

35- CACO-REPORT-O

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

The date, entered as YYMMDD, of <or> a brief description of CACO assistance provided to NOK concerning annuity to the spouse of a retirement-eligible ( $\geq 20$  years of service) Marine who dies on active duty <or> null

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

36- CACO-REPORT-P

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD <or> brief description of the information provided by a CACO to NOK concerning educational scholarships and assistance available to dependents of deceased Marines

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

37- CACO-REPORT-Q

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

The date, entered as YYMMDD <or> a brief summary of information provided by the CACO to NOK concerning eligibility for medical care in uniformed services facilities and through CHAMPUS

Note NOK parents and parents-in-law are not eligible except in case of previously determined NOK dependency status

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

38- CACO-REPORT-R

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD, <or> brief statement of help provided by CACO to NOK concerning Federal Government employment preference benefits in connection with ratings, examinations, appointments, reinstatements and reductions

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

39- CACO-REPORT-S

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD <or> description of, information on state and local taxes provided by CACO to NOK that certain pay and allowances are exempt for tax purposes

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

MCM(MHP-10)

40- CACO-REPORT-T

ITEM

Held-As

1. Fixed  
Numeric 6
2. Null-Suppressed  
AlphaNumeric 70

Description

Date, entered as YYMMDD <or> a description of CACO assistance provided about the Navy Relief Society

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

41- CACO-REPORT-NOK-ADDRESS-FLAG

ITEM

Held-As

- Fixed
- Numeric 1

Description

Indication, entered as <1> for yes and <0> for no, of whether RED NOK Address valid for next 45 days; record address change under REMARKS report item

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

- 42- CACO-SSN  
GROUP  
Description  
The social security number of a CACO  
Catalog "IDF"  
Source= GROUP: CACO  
Contains  
CACO-SSN-01  
GROUP: CACO-SSN-02-10
- 43- CACO-SSN-01  
ITEM  
Held-As  
Fixed  
AlphaNumeric 1  
Description  
The military service code used as the first  
character of the SSN; item SSN in DD refers  
Catalog  
Type= ITEM  
Source= GROUP: CACO-SSN  
Access-Authority  
CMC(MHP-10)
- 44- CACO-SSN-02-10  
GROUP  
Description  
Digits 2-10 of a CACO's military SSN  
Catalog "IDF"  
Source= CACO-SSN  
Contains  
CACO-SSN-02-04  
CACO-SSN-05-06  
CACO-SSN-07-10



45- CACO-SSN-02-04

ITEM

Held-As

Fixed

Numeric 3

Description

Digits 2-4 of a CACO's military SSN

Catalog

Type= ITEM

Source= GROUP: CACO-SSN-02-10

Access-Authority

CMC(MHP-10)

46- CACO-SSN-05-06

ITEM

Held-As

Fixed

Numeric 2

Description

Digits 5-6 of a CACO's military SSN

Catalog

Type= ITEM

Source= GROUP: CACO-SSN-02-10

Access-Authority

CMC(MHP-10)

47- CACO-SSN-07-10

ITEM

Held-As

Fixed

Numeric 4

Description

Digits 7-10 of a CACO's military SSN

Catalog

Type= ITEM

Source= GROUP: CACO-SSN-02-10

Access-Authority

CMC(MHP-10)

48- CACO-UNIT

GROUP

Description

The MCC and RUC of a CACO

Catalog "IDF"

Source= GROUP: CACO

Contains

CACO-UNIT-MCC

CACO-UNIT-RUC

49- CACO-UNIT-MCC

ITEM

Held-As

Fixed

Numeric 3

Description

The code, taken from the Marine Corps Codes Manual,  
of the MCC of a CACO's unit

Catalog

Type= ITEM

Source= GROUP: CACO-UNIT

Access-Authority

CMC(MHP-10)

50- CACO-UNIT-RUC

ITEM

Held-As

Fixed

Numeric 5

Description

The code, taken from the Marine Corps Codes Manual,  
of the RUC of a CACO's unit

Catalog

Type= ITEM

Source= GROUP: CACO-UNIT

Access-Authority

CMC(MHP-10)

51- CACPAC

DATAFLOW

Description

Casualty Assistance Call Packet which contains the claim  
forms and related documents to be used in assisting  
the NOK in settling a deceased, active duty Marine's  
personal affairs

Note The CACPAC is sent to the CACO's command by CMC(MHP-10)  
within 15 days of the NOK notification.

LEVEL 0

Contains

NOK-INFO

CA-INFO

52- CACPAC-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

Date CACPAC sent from CMC(MHP-10) to the designated  
CACO, entered as YYMMDD

Catalog

Type= ITEM

Source= FILE: CASUALTY-DATA-SHEET

Access-Authority

CMC(MHP-10)

53- CA-INFO

DATAFLOW

Description

The casualty assistance information presented to the  
PNOK concerning possible benefit entitlements, and  
the cognizant agencies

LEVEL 0

Catalog "DEFD"

CA-INFO

Contains

NOK-INFO

CACO

## 54- CAIS

### SYSTEM

#### Description

The Casualty Assistance Information System guidelines to be used when determining and providing the broad range of assistance and benefits to the NOK of a Marine who becomes a casualty and in providing other assistance in resolving additional, military-related administrative matters

Note The statutory basis for this program is found in 10 USC, sections 1475-1489.

#### Catalog "DEF"

##### CAIS

#### Contains

- 1-NOTIFICATION
- 2-BENEFITS-DETERMINATION
- 3-ASSISTANCE-ACTIONS
- 4-CASUALTY-PKG-PREP
- 5-NOK-ACTION
- 6-MIA/POW-PROCESSING

#### Inputs

PCR-MSG  
RED  
DEATH-NOTE  
CLAIMS  
BENEFITS

#### Outputs

CAIS-DATA  
DD1300  
PAYMENTS  
UNIT-DIARY

55- CAIS-DATA

DATAFLOW

Description

Information on each Marine casualty, maintained by  
CMC(MHP-10)

LEVEL 0

Catalog "DFD"

Contains

PCR

CACO-REPORT

REMAINS

CACO

CASUALTY-DATASHEET

56- CAIS-DATABASE

DATASTORE

Description

The working, active record of casualty assistance  
information maintained by CMC(MHP-10), primarily to  
document points of contact and completed actions  
associated with the CAIS program

LEVEL 0

Catalog "DFD"

1-2-1-CAIS-DATABASE

Contains

FILE: CAIS-DATABASE

57- CAIS-DATABASE

FILE

Description

The working active record of casualty assistance  
information maintained by CMC(MHP-10)

Catalog "IDE"

Source= CAIS

Contains

FILE: PCR

FILE: REMAINS

NOK-INFO-DATE

FILE: RED

GROUP: NOK-NOTIFICATION

PCR-MSG-DTG

CACPAC-DATE

ORDERS-DATE

CASE-CLOSED

FILE: CACO-REPORT

UNIT-DIARY

58- CASE-CLOSED

ITEM

Held-As

Fixed

Numeric 6

Description

The date, entered as YYMMDD, the casualty data record  
on a Marine is moved from the active to archive file

Catalog

Type= ITEM

Source= FILE: CASUALTY-DATA-SHEET

Access-Authority

CMC(MHP-10)

59- CASUALTY

GROUP

Description

Any person lost to the organization by reason of having been declared dead, wounded, injured, diseased, captured, retained, missing in action, beleagured, besieged, detained or hospitalized for a period in excess of 24 hrs.

Catalog "IDF"

Source= FILE: PCR

Contains

NAME

GROUP: UNIT

GROUP: MOS

RANK

GROUP: COMPONENT

60- CASUALTY-INFO-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

Date, entered as YYMMDD, the NOK Casualty Information Package is sent from CMC(MHP-10) to the CACO (in the case of active duty casualties) <or> directly to the NOK (in the case of retired Marine casualties)

Catalog

Type= ITEM

Source= FILE: CASUALTY-DATA-SHEET

Access-Authority

CMC(MHP-10)



61- CASUALTY-PACKAGE-PREPARATION

PROCESS

Description

Process to prepare and mail one or more casualty packages, depending on the relationship and number of the NOK of the deceased Marine

LEVEL 0

Catalog "DEF"

3-CASUALTY-PACKAGE-PREPARATION

Contains

CACPAC

NOK-INFO

Inputs

CA-INFO

Outputs

CACPAC

NOK-INFO

62- CASUALTY-STATUS .

ITEM

Held-As

Fixed

Numeric 2

Description

Enter from the following values, iaw MCO P3040.4B:

21 Death

22 Missing

23 Gunshot Wound

24 Fragmentation Wound

25 Injury

26 Illness

27 Special Patient (Psychiatric)

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authority

CMC(MHP-10)

63- CASUALTY-TYPE

ITEM

Held-As

Fixed

AlphaNumeric 1

Description

Enter from the following, iaw MCO P3040.4B:

<B>attle

<N>onbattle

<T>errorist Act

<U>nknown

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authority

CMC(MHP-10)

64- CEMETARY.

GROUP

Description

The name and address of the cemetery in which  
a Marine is interred

Catalog "IDE"

Source= GROUP: INTERMENT

Contains

CEMETARY-FLAG

CEMETARY-NAME

CEMETARY-STREET

GROUP: CEMETARY-CITY-STATE-ZIP

65- CEMETARY-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The city of the cemetery in which the remains  
of a deceased Marine are interred

Catalog

Type= ITEM

Source= GROUP: CEMETARY-CITY-STATE-ZIP

Access-Authority

CMC(MHP-10)

66- CEMETARY-CITY-STATE-ZIP

GROUP

Description

The address of the cemetery in which the  
remains of a Marine casualty are interred

Catalog "IDE"

SOURCE= GROUP: CEMETARY

Contains

CEMETARY-CITY

CEMETARY-STATE

CEMETARY-ZIP

67- CEMETARY-FLAG

ITEM

Held-As

Fixed

Numeric 1

Description

Flag, entered as <1> for yes and <0> for no to  
indicate whether a Marine's remains have been  
interred within a cemetery

Catalog

Type= ITEM

Source= GROUP: CEMETARY

Access-Authority

CMC(MHP-10)

68- CEMETARY-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The name of the cemetery in which the remains of a  
Marine casualty are interred

Catalog

Type= ITEM

Source= GROUP: CEMETARY

Access-Authority

CMC(MHP-10)

69- CEMETARY-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The state of the cemetery in which a Marine  
casualty is interred, from U.S. Post Office code

Catalog

Type= ITEM

Source= GROUP: CEMETARY-CITY-STATE-ZIP

Access-Authority

CMC(MHP-10)

70- CEMETARY-STREET

ITEM

Held-As

Null-Suppressed

Alpha-Numeric 28

Description

The street address of the cemetery in which the  
remains of a Marine casualty are interred

Catalog

Type= ITEM

Source= GROUP: CEMETARY

Access-Authority

CMC(MHP-10)

71- CEMETARY-ZIP

ITEM

Held-As

Fixed

Numeric 9

Description

The zip code of the cemetery in which the remains of  
a Marine casualty are interred

Catalog

Type= ITEM

SOURCE= GROUP: CEMETARY-CITY-STATE-ZIP

Access-Authority

CMC(MHP-10)

72- CHILD

GROUP

Description

The RED information contained on a servicemember's  
dependent child(ren), up to six

Catalog "IDF"

Source= FILE: RED

Contains

CHILD-NAME-DOB

CHILD-STREET

CHILD-CITY-STATE-ZIP

73- CHILD-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 28

Description

The city of each of up to the first 6 eldest dependent  
children listed in a servicemember's RED

Catalog

Type= ITEM

Source= GROUP: CHILD-CITY-STATE-ZIP

Access-Authority

CMC(M)

74- CHILD-CITY-STATE-ZIP

GROUP

Description

The address of each of the up to 6 eldest dependent children taken from a servicemember's RED

Note ReCh1Ad2 = first child city-state-zip

ReCh2Ad2 = second

ReCh3Ad2 = third

ReCh4Ad2 = fourth

ReCh5Ad2 = fifth

ReCh6Ad2 = sixth

Catalog "DFD"

Source= GROUP: CHILD

Contains

CHILD-CITY

CHILD-STATE

CHILD-ZIP



75- CHILD-NAME-DOB

ITEM

Held-As

Null-Suppressed

AlphaNumeric 35

Description

The name and date of birth of the first 6 dependent children of a servicemember <or> null, as appropriate

Note ReCh1Nme = first occurrence

ReCh2Nme = second

ReCh3Nme = third

ReCh4Nme = fourth

ReCh5Nme = fifth

ReCh6Nme = sixth

Catalog

Type= ITEM

Source= GROUP: CHILD

Access-Authority

CMC(M)

76- CHILD-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The city of each of the up to eldest 6 dependent children listed in a servicemember's RED

Catalog

Type= ITEM

Source= GROUP: CHILD-CITY-STATE-ZIP

Access-Authority

CMC(M)

77- CHILD-STREET

ITEM

Held-As

Null-Suppressed

AlphaNumeric 28

Description

The street address of each of the (up to) six eldest dependent children entered in a servicemember's RED

Note ReCh1Ad1 = first child occurrence of address

ReCh2Ad1 = second

ReCh3Ad1 = third

ReCh4Ad1 = fourth

ReCh5Ad1 = fifth

ReCh6Ad1 = sixth

Catalog

Type= ITEM

Source= GROUP: CHILD

Access-Authority

CMC(M)

78- CHILD-ZIP

ITEM

Held-As

Fixed

Numeric 9

Description

The zip code to the address of each of the up to six eldest dependent children listed in a servicemember's RED

Catalog

Type= ITEM

Source= GROUP: CHILD

Access-Authority

CMC(M)

79- CIRCUMSTANCE

ITEM

Held-As

Null-Suppressed

AlphaNumeric 140

Description

A concise, factual account of the circumstance associated with a casualty incident, to include a description of the casualty's activity at the time of the incident

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authority

CMC(MHP-10)

80- COMMENTS

ITEM

Held-As

Null-Suppressed

AlphaNumeric 140

Description

Additional comments, if necessary, included to clarify the PCR message

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authority

CMC(MHP-10)

81- COMPLETION-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

Date all CACO duties assigned iaw with MCO P3040.4B are completed and CMC(MHP-10) notified, entered as YYMMDD

Catalog

Type= ITEM

Source= CACO-REPORT

Access-Authority

CMC(MHP-10)

82- COMPONENT

GROUP

Description

Branch of service and service status of Marine

Catalog "IDF"

Source= GROUP: CASUALTY

Contains

BRANCH-OF-SERVICE

COMPONENT-SERVICE-STATUS

83- COMPONENT-SERVICE-STATUS

ITEM

Held-As

Null-Suppressed

AlphaNumeric 1

Description

The reserve or retired status code, taken from the MC Codes Manual <or> null for regular Marine

Catalog

Type= ITEM

Source= GROUP: COMPONENT

Access-Authority

CMC(M)

84- CREW

ITEM

Held-As

Null-Suppressed

Numeric 1

Description

Block 7d of DD Form 1300, Report of Casualty. Entered as  
<0> if a PASSENGER and as <1> if a CREWMEMBER <or> null

Catalog

Type= ITEM

Source= FILE: DD1300

Access-Authority

CMC(MHP-10)

85- DD1300

DATAFLOW

Description

Preparation and forwarding of the DD Form 1300, Report  
of Casualty, the military certificate of death

LEVEL 0

Catalog "DFD"

DD1300

Contains

DD1300

86- DD1300

FILE

Description

DD Form 1300, Report of Casualty, the military  
certificate of death

Catalog "IDF"

Source= FILE: CAIS-DATA

Contains

GROUP: DD1300-HEADING

GROUP: CASUALTY

GROUP: SSN

GROUP: BIRTHPLACE

GROUP: PAY

GROUP: NOK

GROUP: DD1300-REPORTING-UNIT

GROUP: HOR

GROUP: DD1300-STATUS

RACE

SEX

RELIGION

DOB

GROUP: PRIOR-SERVICE-DATA

DD1300-CMC-REP

DTB

CASUALTY-TYPE

GROUP: LAST-ENTRY-ACTIVE-DUTY

CREW

RED-DATE

COMMENTS

DD1300-DISTRIBUTION

87- DD1300-CMC-REP

ITEM

Held-As

Null-Suppressed

Alphanumeric 32

Description

Signature block on the DD Form 1300, Report of Casualty, containing the name and title of the Administrative Officer, (MHP-10), who is responsible for authorizing the completed DD Form 1300

Catalog

Type= ITEM

Source= FILE: DD1300

Access-Authority

CMC(MHP-10)

88- DD1300-DISTRIBUTION

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The string of distribution codes used with forwarding of the DD Form 1300, Report of Casualty

Catalog

Type= ITEM

Source= FILE: DD1300

Access-Authority

CMC(MHP-10)

89- DD1300-HEADING

GROUP

Description

The heading information found on the DD Form 1300,  
Report of Casualty, as follows:

Report Type

Report Date

Report Number

Catalog "IDF"

Source= FILE: DD1300

Contains

DD1300-HEADING-DATE

DD1300-HEADING-NUMBER

DD1300-HEADING-TYPE

90- DD1300-HEADING-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

The date, entered as YYMMDD, the DD Form 1300 is  
forwarded from CMC(MHP-10) to DOD or NOK

Catalog

Type= ITEM

Source= GROUP: DD1300-HEADING

Access-Authority

CMC(MHP-10)



91- DD1300-HEADING-NUMBER

ITEM

Held-As

Fixed

Numeric 7

Description

The 7-digit serialized, sequential number obtained  
by CMC(MHP-10) from the DOD Casualty Division

Catalog

Type= ITEM

Source= GROUP: DD1300-HEADING

Access-Authority

CMC(MHP-10)

92- DD1300-HEADING-TYPE

ITEM

Held-As

Null-Suppressed

AlphaNumeric 2

Description

Enter from the following, iaw MCO P3040.4B:

<F>INAL (known dead)

<M>ISSING

<P>RESUMED <D>EAD

Catalog

Type= ITEM

Source= FILE: DD1300

Access-Authority

CMC(MHP-10)

93- DD1300-REPORTING-UNIT

GROUP

Description

The MCC and RUC of the unit submitting a DD Form 1300

Catalog "IDF"

Source= FILE: DD1300

Contains

DD1300-REPORTING-UNIT-MCC

DD1300-REPORTING-UNIT-RUC

94- DD1300-REPORTING-UNIT-MCC

ITEM

Held-As

Fixed

Numeric 3

Description

The Monitored Command Code of the unit submitting  
the DD Form 1300, Report of Casualty

Catalog

Type= ITEM

Source= GROUP: DD1300-REPORTING-UNIT

Access-Authority

CMC(MHP-10)

95- DD1300-REPORTING-UNIT-RUC

ITEM

Held-As

Fixed

Numeric 5

Description

The reporting unit code of the unit submitting a  
DD Form 1300, Report of Casualty

Catalog

Type= ITEM

Source= GROUP: DD1300-REPORTING-UNIT

Access-Authority

CMC(MHP-10)

96- DD1300-STATUS

GROUP

Description

Block 4 of DD Form 1300, containing specific information  
on the casualty situation, status and the circumstances  
surrounding the casualty incident

Catalog "IDF"

Source= FILE: DD1300

Contains

DD1300-STATUS-BATTLE

GROUP: DEATH

CASUALTY-STATUS

97- DD1300-STATUS-BATTLE

ITEM

Held-As

Fixed

Numeric 1

Description

Enter <0> for nonbattle and <1> for battle casualty

Catalog

Type= ITEM

Source= GROUP: DD1300-STATUS

Access-Authority

CMC(MHP-10)

98- DEATH

GROUP

Description

The cause, location and date-time-group of the  
death of a Marine casualty

Catalog "IDE"

Source= FILE: PCR

Contains

DEATH-CAUSE

DEATH-DTG

DEATH-PLACE

99- DEATH-CAUSE

ITEM

Held-As

Null-Suppressed

AlphaNumeric 210

Description

The specific medical diagnosis(es) and cause of death, using the diagnostic nomenclature. If autopsy is being performed, so state.

Note If casualty has previously been reported as wounded, so state

Catalog

Type= ITEM

Source= GROUP: DEATH

Access-Authority

CMC(MHP-10)

100- DEATH-DTG

ITEM

Held-As

Fixed

AlphaNumeric 14

Description

The date-time-group of a casualty's verified death, entered in standard DDHHHHZ MMM YY format, calculated from GMT(Z)

Catalog

Type= ITEM

Source= GROUP: DEATH

Access-Authority

CMC(MHP-10)

101- DEATH-NOTE

DATAFLOW

Description

Official notification of CMC(MHP-10) by NOK of  
the death of a retired Marine

LEVEL 0

Catalog "DFD"

DEATH-NOTE

Contains

GROUP: SSN

102- DEATH-PLACE

ITEM

Held-As

Null-Suppressed

AlphaNumeric 70

Description

Description of the location of death, referencing local  
landmarks, or the hospital location, as appropriate

Catalog

Type= ITEM

Source= GROUP: DEATH

Access-Authority

CMC(MHP-10)

103- DEPENDENTS

DATAFLOW

Description

Verification of dependency of NOK upon a Marine  
casualty, made by the Manpower Division, (CMC(M)), as  
part of the benefits determination process

LEVEL 1

Catalog "DFD"

DEPENDENTS

104- DEP-DET-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

Date of approval, entered as YYMMDD, by CMC(M) of  
the dependency claimed for allowances

Catalog

Type= ITEM

Source= FILE: RED

Access-Authority

CMC(M)

105- DIAGNOSIS

ITEM

Held-As

Null-Suppressed

AlphaNumeric 210

Description

A complete, factual diagnosis(es), including all ailments  
or injuries, in nontechnical language, for seriously ill  
casualty, to include the cause and verified circumstance

Note This information is subject to intense scrutiny by NOK  
and their family physician

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authority

CMC(MHP-10)

106- DOB

ITEM

Held-As

Fixed

Numeric 6

Description

Date of birth of a casualty, entered as YYMMDD

Catalog

Type= ITEM

Source= FILE: DD1300

Access-Authority

CMC(M)

107- DOD-CASUALTY-RECORDS

DATASTORE

Description

The DOD database of all military personnel casualties

LEVEL 0

Catalog "DEF"

DOD-CASUALTY-RECORDS

Inputs

DD1300

108- DTB

ITEM

Held-As

Fixed

Numeric 6

Description

Date casualty's current tour began at present unit,  
entered as YYMMDD

Catalog

Type= ITEM

Source= FILE: DD1300

Access-Authority

CMC(MHP-10)



109- FATHER

GROUP

Description

The name and address of a casualty's surviving father

Catalog "IDF"

Source= FILE: RED

Contains

FATHER-FLAG

FATHER-NAME

FATHER-STREET

GROUP: FATHER-CITY-STATE-ZIP

110- FATHER-CITY

ITEM

Held-AS

Null-Suppressed

AlphaNumeric 18

Description

The city of a casualty's surviving father

Catalog

Type= ITEM

Source= GROUP: FATHER-CITY-STATE-ZIP

Access-Authority

CMC(M)

111- FATHER-CITY-STATE-ZIP

GROUP

Description

The city, state and zip code of the surviving  
father of a Marine casualty

Catalog "IDF"

Source= GROUP: FATHER

Contains

FATHER-CITY

FATHER-STATE

FATHER-ZIP

112- FATHER-FLAG

ITEM

Held-As

Null-Suppressed

Numeric 1

Description

Indication of whether a casualty has a surviving  
father, entered as <1> for yes and <0> for no

Catalog

Type= ITEM

Source= GROUP: FATHER

Access-Authority

CMC(M)

113- FATHER-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 32

Description

The name of a casualty's surviving father

Catalog

Type= ITEM

Source= GROUP: FATHER

Access-Authority

CMC(M)

114- FATHER-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The state of a casualty's surviving father

Catalog

Type= ITEM

Source= GROUP: FATHER-CITY-STATE-ZIP

Access-Authority

CMC(M)

115- FATHER-STREET

ITEM

Held-As

Null-Suppressed

AlphaNumeric 28

Description

The street address of a casualty's surviving father

Catalog

Type= ITEM

Source= GROUP: FATHER

Access-Authority

CMC(M)

116- FATHER-ZIP

ITEM

Held-As

Fixed

Numeric 9

Description

The zip code to the address of a casualty's  
surviving father

Catalog

Type= ITEM

Source= GROUP: FATHER-CITY-STATE-ZIP

Access-Authority

CMC(M)

117- GRATUITY

GROUP

Description

Name and address of up to two surviving NOK  
designated to receive death gratuity benefits

Catalog "IDF"

Source= FILE: RED

Contains

GRATUITY-NAME

GRATUITY-STREET

GROUP: GRATUITY-CITY-STATE-ZIP

118- GRATUITY-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 28

Description

The city of both surviving death gratuity  
beneficiaries designated in a casualty's RED

Catalog

Type= ITEM

Source= GROUP: GRATUITY-CITY-STATE-ZIP

Access-Authority

CMC(M)

119- GRATUITY-CITY-STATE-ZIP

GROUP

Description

The city, State and zipcode for both death gratuity  
beneficiaries specified in a casualty's RED

Note RdGr1Ad2 equals first beneficiary

RdGr2Ad2 equals second beneficiary

Catalog "IDF"

Source= GROUP: GRATUITY

Contains

GRATUITY-CITY

GRATUITY-STATE

GRATUITY-ZIP

120- GRATUITY-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 35

Description

The names of up to two death gratuity beneficiaries

Note RdGr1Nme equals first occurrence <beneficiary #1>

RdGr2Nme equals other occurrence <beneficiary #2>

Catalog

Type= ITEM

Source= GROUP: GRATUITY

Access-Authority

CMC(M)

121- GRATUITY-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The US Post Office abbreviation of the state in which  
a Marine's gratuity beneficiary resides

Catalog

Type= ITEM

Source= GROUP: GRATUITY-CITY-STATE-ZIP

Access-Authority

CMC(M)

122- GRATUITY-STREET

ITEM

Held-As

Null-Suppressed

AlphaNumeric 28

Description

The street address of a death gratuity  
beneficiary

Note RdGr1Ad1 = street of first beneficiary

RdGr2Ad1 = street of second beneficiary

Catalog

Type= ITEM

Source= GROUP: GRATUITY

Access-Authority

CMC(M)

123- GRATUITY-ZIP

ITEM

Held-As

Fixed

Numeric 9

Description

The zip code of a surviving death gratuity beneficiary

Catalog

Type= ITEM

Source= GROUP: GRATUITY-CITY-STATE-ZIP

Access-Authority

CMC(M)

124- GLI-CLAIM

DATAFLOW

Description

Death payment claim submitted to a Government Life Insurance Corp. by NOK designated by a casualty

LEVEL 0

Catalog "DFD"

Contains

DD1300

GLI

125- GLI-PAYMENT

DATAFLOW

Description

Payment of all monies due to designated NOK by the Servicemen's Government Life Insurance Corp.

LEVEL 0

Catalog "DFD"

GLI-PAYMENT

126- HFP

ITEM

Entered-As

Fixed

AlphaNumeric 3

Description

Code, taken from the MMS Codes Manual, which determines amount (000 equals no HPF due) and duration of Hazardous Fire Pay due a Marine, reported on the Unit Diary

Catalog

Type= ITEM

Source= GROUP: INCENT-PAY

Access-Authority

CMC(M)



127- .HONORS

ITEM

Held-As

Fixed

Numeric 1

Description

Indication, entered as <1> for yes and <0> for no  
of whether Marine's funeral included honors

Catalog

Type= ITEM

Source= GROUP: INTERMENT

Access-Authority

CMC(MHP-10)

128- HOR

GROUP

Description

The codes comprising the home-of-record of a casualty

Catalog "IDF"

Type= GROUP

Source= FILE: DD1300

Contains

HOR-COUNTY

HOR-STATE

129- HOR-COUNTY

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The county code for a casualty's claimed legal residence at the time of entry into the Marine Corps

Note Reference the MMS Codes Manual

Catalog

Type= ITEM

Source= GROUP: HOR

Access-Authority

CMC(M)

130- HOR-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The state code for a casualty's claimed legal residence at the time of entry into the Marine Corps

Note Reference the MMS Codes Manual Catalog

Type= ITEM

Source= GROUP: HOR

Access-Authority

CMC(M)

131- HOSPITAL

GROUP

Description

The exact location of the place where a casualty  
is hospitalized, if true

Catalog "IDF"

Source= FILE: PCR

Contains

HOSPITAL-FLAG

HOSPITAL-NAME

HOSPITAL-CITY

HOSPITAL-STATE

132- HOSPITAL-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The city <or> province, if known, of the hospital  
treating a casualty

Catalog

Type= ITEM

Source= GROUP: HOSPITAL

Access-Authority

CMC(MHP-10)

133- HOSPITAL-FLAG

ITEM

Held-As

Fixed

Numeric 1

Description

Indication, entered as <1> for YES and <0> for NO of  
whether a reported casualty has been hospitalized

Catalog

Type= ITEM

Source= GROUP: HOSPITAL

Access-Authority

CMC(MHP-10)

134- HOSPITAL-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The name of the hospital providing care to a casualty

Catalog

Type= ITEM

Source= GROUP: HOSPITAL

Access-Authority

CMC(MHP-10)

135- HOSPITAL-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The state, when known, of a hospital treating a casualty

Catalog

Type= ITEM

Source= GROUP: HOSPITAL

Access-Authority

CMC(MHP-10)

136- HQMC

EXTERNAL-PROCESS

Description

Headquarters, US Marine Corps; location of highest level  
decision authority on manpower, JAG and other issues

LEVEL 2

Catalog "DFD"

HQMC

Contains

PAY

AWARDS

DEPENDENTS

RANK

RECORD-BOOK

137- INCENT-PAY

GROUP

Description

Codes for the different types of incentive payments  
for which a casualty has a valid Unit Diary entry

Catalog "IDF"

Source= GROUP: PAY

Contains

PRO-PAY

HFP

SEA-FOREIGN-DUTY

138- INCIDENT

GROUP

Description

Incident data composed of GMT(Z), date and place  
of an incident involving a reported casualty

Catalog "IDF"

Source= FILE: PCR

Contains

INCIDENT-TIME

INCIDENT-DATE

INCIDENT-LOCATION

139- INCIDENT-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

The date of the casualty incident, reported as YYMMDD

Note Entry will be unclassified

Catalog

Type= ITEM

Source= GROUP: INCIDENT

Access-Authority

CMC(MHP-10)

140- INCIDENT-LOCATION

ITEM

Held-As

Null-Suppressed

AlphaNumeric 70

Description

Brief description of the place where an incident resulting in a casualty occurred, including the name of nearby landmarks, if any

Note This entry will be unclassified

Catalog

Type= ITEM

Source= GROUP: INCIDENT

Access-Authority

CMC(MHP-10)

141- INCIDENT-TIME

ITEM

Held-As

Fixed

AlphaNumeric 5

Description

The local time of an incident resulting in a reported casualty, with reference to GMT(Z), entered as HHHHZ

Note The time will be unclassified

Catalog

Type= ITEM

Source= GROUP: INCIDENT

Access-Authority

CMC(MHP-10)

142- INSURANCE-CLAIM

DATAFLOW

Description

The civilian insurance claim submitted by the NOK

LEVEL 0

Catalog "DEF"

CI-CLAIM

Contains

DD1300

143- INSURANCE

GROUP

Description

The civilian insurer(s) of a casualty

Catalog "IDF"

Source= FILE: RED

Contains

INSURANCE-FLAG

INSURANCE-NAME

INSURANCE-POLICY

144- INSURANCE-FLAG

ITEM

Held-As

Fixed

Numeric 1

Description

Indication, entered as <1> for YES and <0> for NO of  
whether a deceased Marine had a civilian insurer

Catalog

Type= ITEM

Source= GROUP: INSURANCE

Access-Authority

CMC(M)



145- INSURANCE-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The name of up to two civilian insurance companies  
listed on a Marine casualty's RED

Note     InsNm1 = the first insurance company  
          InsNm2 = the second

Catalog

Type= ITEM

Source= GROUP: INSURANCE

Access-Authority

CMC(M)

146- INSURANCE-PAYMENT

DATAFLOW

Description

Death payment made by a civilian insurer to NOK  
designated by a Marine casualty's RED

LEVEL 0

Catalog "DFD"

INSURANCE-PAYMENT

147- INSURANCE-POLICY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 12

Description

The policy number of a deceased Marine's  
civilian insurance company(ies), if any

Catalog

Type= ITEM

Source= GROUP: INSURANCE

Access-Authority

CMC(M)

148- INTERMENT

GROUP

Description

Information about the cemetery, funeral honors and  
interment date of a Marine casualty

Catalog "IDF"

Source= FILE: REMAINS

Contains

HONORS

GROUP: CEMETARY

BURIAL-DATE

149- INVESTIGATION

ITEM

Held-As

Fixed

Numeric 1

Description

Notice as to whether or not an investigation as to the  
cause of the casualty incident will be conducted,  
entered as <0> for NO and <1> for YES

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authority

CMC(MHP-10)

150- JUMPS

DATASTORE

Description

The Joint Uniform Military Pay System. USMC pay  
records are maintained by the MCFC, Kansas City, MO

LEVEL 2

Catalog "DEFD"

JUMPS

Contains

PAY

151- LAST-ENTRY-ACTIVE-DUTY

GROUP

DESCRIPTION

The date, station and address of the AFES which  
last processed the enlistment of a Marine  
Catalog "IDF"

Source= FILE: DD1300

Contains

LAST-ENTRY-DATE

LAST-ENTRY-STATION

LAST-ENTRY-CITY

LAST-ENTRY-STATE

152- LAST-ENTRY-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The city processing a Marine's most current  
enlistment contract

Catalog

Type= ITEM

Source= GROUP: LAST-ENTRY-ACTIVE-DUTY

Access-Authority

CMC(M)

153- LAST-ENTRY-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

The date of the most recent enlistment  
contract for a Marine

Catalog

Type= ITEM

Source= GROUP: LAST-ENTRY-ACTIVE-DUTY

Access-Authority

CMC(M)

154- LAST-ENTRY-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The US Post Office abbreviation for the state of  
the most recent enlistment of a Marine

Catalog

Type= ITEM

Source= GROUP: LAST-ENTRY-ACTIVE-DUTY

Access-Authority

CMC(M)

155- LAST-ENTRY-STATION

ITEM

Held-As

Null-Suppressed

AlphaNumeric 14

Description

The name of the station which processed a  
Marine's most recent enlistment contract

Catalog

Type= ITEM

Source= GROUP: LAST-ENTRY-ACTIVE-DUTY

Access-Authority

CMC(M)

156- LASTRITES

ITEM

Held-As

Null-Suppressed

AlphaNumeric 1

Description

Verification, if known, of whether Last Rites were  
administered to a casualty <or> null

Note Required for RELIGION entry = RC (Roman Catholic) only

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authority

CMC(M)

157- MARITAL-STATUS

ITEM

Held-As

Fixed

Numeric 1

Description

Code, entered as <1> for YES and <0> for NO to  
indicate marital status of a Marine

Catalog

Type= ITEM

Source= GROUP: SPOUSE

Access-Authority

CMC(M)

158- MCC

ITEM

Held-As

Fixed

AlphaNumeric 3

Description

The 3-digit code from the MMS Codes Manual representing the  
command level to which a casualty was assigned, taken from  
the MMS most recent Unit Diary entry

Catalog

Type= ITEM

Source= GROUP: UNIT

Access-Authority

CMC(M)

159- MCFC

EXTERNAL-PROCESS

Description

The Marine Corps Finance Center, Kansas City, MO; the activity responsible for settling USMC financial issues

LEVEL 0

Catalog "DFD"

MCFC

Contains

VOUCHER

PAYMENT

160- MCFC-CLAIM

DATAFLOW

Description

MC Finance Center claim by the NOK of pay in arrears and death gratuity monies owed by the Marine Corps

LEVEL 0

Catalog "DFD"

MCFC-CLAIM

CONTAINS

DD1300

161- MCFC-PAYMENT

DATAFLOW

Description

Payment by the MCFC of all monies owed to NOK

LEVEL 0

Catalog "DFD"

MCFC-PAYMENT

Contains

JUMPS



162- MCFC-VOUCHER

DATAFLOW

Description

Notification by MCFC to CMC(MHP-10) of payment of all monies owed by the Marine Corps to the NOK designated by a Marine casualty's RED

LEVEL 0

Catalog "DFD"

VOUCHER

Contains

PAYMENT

163- MC-DISTRICT

EXTERNAL PROCESS

Description

The continental United States division of Marine Corps -recruiting and other independent duty activities into 6 areas from which is drawn the CACO

LEVEL 2

Catalog "DFD"

MC-DISTRICT

Contains

CACO

164- MIA-CATEGORY

ITEM

Held-As

Fixed

Numeric 2

Description

Missing person categories, entered as, iaw MCO P3040.4B

41 Missing: whereabouts unknown

42 Missing: dead or alive status not confirmed

43 Missing in action

44 Interned

45 Captured

46 Detained

47 Other

Note REMARKS item used within FILE: PCR to clarify a 47 entry

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authority

CMC(MHP-10)

165- MIA/POW

PROCESS

Description

Maintains Unit Diary for POW/MIA personnel and liaison with POW/MIA NOK and other government agencies and to provide assistance to NOK of Marines in POW/MIA status

LEVEL 0

Catalog "DFD"

6-MIA/POW-PROCESS

Contains

NOK-ASSIST

POW/MIA ACTIVITIES

POW/MIA REPORT

166- MIA/POW-MSG

DATAFLOW

Description

MIA/POW casualty report message processed by  
CMC(MHP-10) for Unit Diary entry to MMS

LEVEL 0

Category "DFD"

MIA/POW-MSG

Contains

SSN

167- MILEAGE

ITEM

Held-As

Null-Suppressed

Numeric 5

Description

The total mileage traveled by a CACO in the performance  
of his or her duties, submitted as part of the  
final CACO Report, entered without commas

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

168- MMS

DATASTORE

Description

The USMC manpower statistics system of the JUMPS/MMS  
database

LEVEL 2

Catalog "DFD"

MMS

Contains

RED

169- MORTUARY

GROUP

Description

The name, address, phone# and POC of mortuary receiving  
the remains of a Marine casualty

Catalog "IFD"

Source= FILE: PCR

Contains

GROUP: MORTUARY-POC

MORTUARY-STREET

GROUP: MORTUARY-CITY-STATE-ZIP

170- MORTUARY-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The city of the mortuary contacted by the CACO,  
holding a Marine casualty's remains

Catalog

Type= ITEM

Source= GROUP: MORTUARY-CITY-STATE-ZIP

Access-Authority

CMC(MHP-10)

171- MORTUARY-CITY-STATE-ZIP

GROUP

Description

The address of the mortuary receiving the remains  
of a Marine Casualty

Catalog "IFD"

Source= GROUP: MORTUARY

Contains

MORTUARY-CITY

MORTUARY-STATE

MORTUARY-ZIP

172- MORTUARY-POC

GROUP

Description

The name and telephone number of the mortuary representative contacted by the CACO for the the NOK of a Marine casualty

Catalog "IDE"

Source= GROUP: MORTUARY

Contains

MORTUARY-POC-DATE

MORTUARY-POC-NAME

MORTUARY-POC-PHONE

173- MORTUARY-POC-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

The date, entered as YYMMDD, mortuary POC contacted by the CACO

Catalog

Type= ITEM

Source= GROUP: MORTUARY-POC

Access-Authority

CMC(MHP-10)

174- MORTUARY-POC-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 35

Description

Name of the mortuary POC contacted by the CACO for  
the NOK, holding the remains of a Marine casualty

Catalog

Type= ITEM

Source= GROUP: MORTUARY-POC

Access-Authority

CMC(MHP-10)

175- MORT-POC-PHONE

ITEM

Held-As

Fixed

Numeric 10

Description

The area code and telephone number of the mortuary  
POC contacted by the CACO for the NOK,  
entered as digits only

Catalog

Type= ITEM

Source= GROUP: MORTUARY-POC

Access-Control

CMC(MHP-10)

176- MORTUARY-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The state, entered using US Post Office abbreviation,  
of the mortuary holding the remains of a casualty

Catalog

Type= ITEM

Source= GROUP: MORTUARY-CITY-STATE-ZIP

Access-Authority

CMC(MHP-10)

177- MORTUARY-STREET

ITEM

Held-As

Null-Suppressed

AlphaNumeric 28

Description

Street address of mortuary holding casualty's remains

Catalog

Type= ITEM

Source= GROUP: MORTUARY

Access-Authority

CMC(MHP-10)

178- MORTUARY-ZIP

ITEM

Held-As

Fixed

Numeric 9

Description

Zip code of the mortuary holding a casualty's remains

Catalog

Type= ITEM

Source= GROUP: MORTUARY-CITY-STATE-ZIP

Access-Authority

CMC(MHP-10)

179- MOS

GROUP

Description

The basic and primary military occupational  
specialty assigned to a Marine

Catalog "IDF"

Source= FILE: PCR

Contains

BMOS

GROUP: PMOS

180- MOTHER

GROUP

Description

The surviving mother of a casualty

Catalog "IDF"

Source= FILE: RED

Contains

MOTHER-FLAG

MOTHER-NAME

MOTHER-STREET

GROUP: MOTHER-CITY-STATE-ZIP



181- MOTHER-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The city where a casualty's surviving mother resides

Catalog

Type= ITEM

Source= GROUP: MOTHER-CITY-STATE-ZIP

Access-Authority

CMC(M)

182- MOTHER-CITY-STATE-ZIP

GROUP

Description

The address of a Marine's surviving mother

Catalog "IDF"

Source= GROUP: MOTHER

Contains

MOTHER-CITY

MOTHER-STATE

MOTHER-ZIP

183- MOTHER-FLAG

ITEM

Held-As

Fixed

Numeric 1

Description

Indication, entered as <1> for YES and <0> for  
NO, of a Marine's having a surviving mother

Catalog

Type= ITEM

Source= GROUP: MOTHER

Access-Authority

CMC(M)

184- MOTHER-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 32

Description

The name of a casualty's surviving mother

Catalog

Type= ITEM

Source= GROUP: MOTHER

Access-Authority

CMC(M)

185- MOTHER-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The US Post Office abbreviation of the state in  
which the surviving mother of a casualty resides

Catalog

Type= ITEM

Source= GROUP: MOTHER-CITY-STATE-ZIP

Access-Authority

CMC(M)

186- MOTHER-STREET

ITEM

Held-As

Null-Suppressed

AlphaNumeric 28

Description

The street name and number of the surviving mother of  
a Marine casualty

Catalog

Type= ITEM

Source= GROUP: MOTHER

Access-Authority

CMC(M)

187- MOTHER-ZIP

ITEM

Held-As

Fixed

Numeric 9

Description

The zip code of a casualty's surviving mother

Catalog

Type= ITEM

Source= GROUP: MOTHER-CITY-STATE-ZIP

Access-Authority

CMC(M)

188- NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 32

Description

The first, middle and last name of a servicemember

Catalog

Type= ITEM

Source= GROUP: CASUALTY

Access-Authority

CMC(M)

189- NOK

GROUP

Description

The designation, relation and telephone of a  
casualty's next of kin

Catalog "IDF"

Source= FILE: PCR

Contains

NOK-FLAG

GROUP: PNOK

GROUP: SNOK

190- NOK-ACTIONS

PROCESS

Description

Actions taken by a casualty's designated NOK to include queries, requests and claim submissions, made to the CACO, CMC(MHP-10), or benefit agencies

LEVEL 0

Catalog "DFD"

5-NOK-ACTIONS

Contains

Inputs

CAIS-INFO

GLI-PAYMENT

VA-BENEFITS

MCFC-PAYMENT

CA-INFO

Outputs

GLI-CLAIM

VA-CLAIM

MCFC-CLAIM

191- NOK-DIR

ITEM

Held-As

Null-Suppressed

AlphaNumeric 32

Description

NOK directions 1-5 from a casualty's RED

Note NOKDir1 = first designation

NOKDir2 = second

NOKDir3 = third

NOKDir4 = fourth

NOKDir5 = fifth

Catalog

Type= ITEM

Source= FILE: RED

Access-Authority

CMC(M)

192- NOK-FLAG

ITEM

Held-As

Fixed

Numeric 1

Description

Indication, entered as <1> for YES and <0> for NO  
of whether Marine has surviving next of kin

Catalog

Type= ITEM

Source= GROUP: NOK

Access-Authority

CMC(M)

193- NOK-45-DAY-PHONE

ITEM

Held-As

Fixed

Numeric 10

Description

Area code and telephone number at which a NOK can be reached for 45 days following notification of casualty

Contains

Type= ITEM

Source= FILE: CACO-REPORT.

Access-Authority

CMC(MHP-10)

194- NOK-INFORMATION

DATAFLOW

Description

-Contains basic information concerning entitlements, prepared by MHP-10

LEVEL 0

Catalog "DEF"

NOK-INFORMATION

Contains

CA-INFO

195- NOK-NOTIFICATION

GROUP

Description

The date of initial notification of PNOK and SNOK by HQMC(MHP-10) of a casualty incident and assistance

Catalog "IDE"

Source= FILE: CAIS-DATABASE

Contains

GROUP: PNOK-NOTIFICATION

GROUP: SNOK-NOTIFICATION

196- NOK-PHONE

ITEM

Held-As

Fixed

Numeric 10

Description

The area code and telephone number of a casualty's NOK,  
entered without hyphens; null if no NOK or unknown

Catalog

Type= ITEM

Source= FILE: RED

Access-Authority

CMC(M)

197- NOK-RELATIONSHIP

ITEM

Held-As

Null-Suppressed

AlphaNumeric 2

Description

The MMS Code Manual NOK relationship code;  
null for no NOK

Catalog

Type= ITEM

Source= FILE: RED

Access-Authority

CMC(M)

198- NOK-REQUESTS

DATAFLOW

Description

Requests for additional information or assistance  
made by NOK to the CACO

LEVEL 0

Catalog "DFD"

NOK-REQUEST



199- NOT-NOTIFY

GROUP

Description

NOK Marine has specified on RED not to be notified  
in case a servicemember becomes a casualty

Catalog "IDF"

Source= FILE: RED

Contains

NOT-NOTIFY-FLAG

NOT-NOTIFY-NAME

NOT-NOTIFY-STREET

GROUP: NOT-NOTIFY-CITY-STATE-ZIP

200- NOT-NOTIFY-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The city of surviving NOK not to be notified in  
case servicemember becomes a casualty

Catalog

Type= ITEM

Source= GROUP: NOT-NOTIFY-CITY-STATE-ZIP

Access-Authority

CMC(M)

201- NOT-NOTIFY-CITY-STATE-ZIP

GROUP

Description

The address of NOK not to be notified in case  
servicemember becomes a casualty

Catalog "IDF"

Source= GROUP: NOT-NOTIFY

Contains

NOT-NOTIFY-CITY

NOT-NOTIFY-STATE

NOT-NOTIFY-ZIP

202- NOT-NOTIFY-FLAG

ITEM

Held-As

Fixed

Numeric 1

Description

Flag, entered as <1> for YES and <0> for NO of  
whether Marine has designated that a NOK not be  
notified in event Marine becomes a casualty

Catalog

Type= ITEM

Source= GROUP: NOT-NOTIFY

Access-Authority

CMC(M)

203- NOT-NOTIFY-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 32

Description

The name of any NOK designated not to be notified in  
the event a servicemember becomes a casualty

Catalog

Type= ITEM

Source= GROUP: NOT-NOTIFY

Access-Authority

CMC(M)

204- NOT-NOTIFY-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

US Post Office abbreviation for the state of a NOK  
not to be notified in event Marine becomes a casualty

Catalog

Type= ITEM

Source= GROUP: NOT-NOTIFY-CITY-STATE-ZIP

Access-Authority

CMC(M)

205- NOT-NOTIFY-STREET

ITEM

Held-As

Null-Suppressed

AlphaNumeric 28

Description

The street address of a NOK not to be notified in  
the event a Marine becomes a casualty

Catalog

Type= ITEM

Source= GROUP: NOT-NOTIFY

Access-Authority

CMC(M)

206- NOT-NOTIFY-ZIP

ITEM

Held-As

Fixed

Numeric 9

Description

The zip code of a NOK designated as not to be  
notified in the event a Marine becomes a casualty

Catalog

Type= ITEM

Source= GROUP: NOT-NOTIFY-CITY-STATE-ZIP

Access-Authority

CMC(M)

## 207- NOTIFICATION

### PROCESS

#### Description

Process which coordinates notification of NOK of Marines in overseas commands declared injured/ seriously ill/ deceased or missing by PCR, and for CONUS casualties where NOK resides overseas or in unusual situations; coordinates disposition of remains of OCONUS casualties and issues invitational travel orders to NOK of seriously ill/injured Marines

#### LEVEL 0

#### Catalog "DEFD"

##### 1-NOTIFICATION

#### Contains

PCR

CAIS-DATA

CACO

#### Inputs

PCR-MSG

DEATH-NOTE

RED

CACO-REPORT

#### Outputs

PCR

CAIS-DATA

DD1300

208- ORDERS-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

The date of transmission of orders assigning a CACO,  
entered as YYMMDD

Catalog

Type= ITEM

Source= FILE: CASUALTY-DATA-SHEET

Access-Authority

CMC(MHP-10)

209- OVERSEAS-MORTUARY

GROUP

Definition

The name and location, if known, of the overseas  
mortuary holding the remains of a Marine casualty

Catalog "IDF"

Source= FILE: CASUALTY-DATA-SHEET

Contains

OVERSEAS-MORTUARY-NAME

OVERSEAS-MORTUARY-LOCATION

210- OVERSEAS-MORTUARY-LOCATION

ITEM

Held-As

Null-Suppressed

AlphaNumeric 28

Description

Location of the overseas mortuary holding the remains  
of a Marine casualty <or> null

Catalog

Type= ITEM

Source= GROUP: OVERSEAS-MORTUARY

Access-Authority

CMC(MHP-10)

211- OVERSEAS-MORTUARY-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

Name of the overseas mortuary holding the remains  
of a Marine casualty <or> null

Catalog

Type= ITEM

Source= GROUP: OVERSEAS-MORTUARY

Access-Authority

CMC(MHP-10)

212- PAY

DATAFLOW

Description

Verification of amount of money owed by the Marine  
Corps to up to two NOK designated on casualty's RED

LEVEL 1

Catalog "DEF"

PAY

Contains

JUMPS

Inputs

SSN

Outputs

PAY

213- PAY

GROUP

Description

The group of various regular, incentive and special  
pay due a Marine, as referenced by Unit Diary entry

Catalog "IDF"

Type= ITEM

Source= FILE: RED

Contains

AMOUNT

GROUP: INCENT-PAY

SPECIAL-PAY



214- PAY-ARREARS

GROUP

Description

Name and address of up to two NOK designated to  
receive pay arrears

Catalog "IDF"

Source= FILE: RED

Contains

PAY-ARREARS-NAME

PAY-ARREARS-STREET

GROUP: PAY-ARREARS-CITY-STATE-ZIP

215- PAY-ARREARS-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The city of up to two NOK designated to receive  
pay arrears

Catalog

Type= ITEM

Source= GROUP: PAY-ARREARS-CITY-STATE-ZIP

Access-Authority

CMC(M)

216- PAY-ARREARS-CITY-STATE-ZIP

GROUP

Description

The address of up to two NOK designated to receive  
pay arrears

Note PAR1Ad2 = first NOK address

PAR2Ad2 = second

Catalog "IDF"

Source= GROUP: PAY-ARREARS

Contains

PAY-ARREARS-CITY

PAY-ARREARS-STATE

PAY-ARREARS-ZIP

217- PAY-ARREARS-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 32

Description

The name of up to two NOK designated to receive  
pay arrears

Note PAR1Nme = first designation

PAR2Nme = second

Catalog

Type= ITEM

Source= GROUP: PAY-ARREARS

Access-Authority

CMC(M)

218- PAY-ARREARS-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The state of up to two NOK designated to receive  
pay arrears

Catalog

Type= ITEM

Source= GROUP: PAY-ARREARS-CITY-STATE-ZIP

Access-Authority

CMC(M)

219- PAY-ARREARS-STREET

ITEM

Held-As

Null-Suppressed

AlphaNumeric 28

Description

The street address of up to two NOK designated to  
receive pay arrears

Note PAR1Ad1 = first NOK address

PAR2Ad1 = second

Catalog

Type= ITEM

Source= GROUP: PAY-ARREARS

Access-Authority

CMC(M)

220- PAY-ARREARS-ZIP

ITEM

Held-As

Fixed

Numeric 9

Description

The zip code of address of up to two NOK designated to  
receive pay arrears

Catalog

Type= ITEM

Source= GROUP: PAY-ARREARS-CITY-STATE-ZIP

Access-Authority

CMC(M)

221- PCR

FILE

Description

The Personnel Casualty Report is the initial source of verified casualty, NOK and insurance information used by CMC(MHP-10) to notify and to provide NOK casualty assistance as well as to determine NOK benefits; the PCR is maintained by CMC(MHP-10)

Catalog "IDF"

Source= PROCESS: NOTIFICATION

Contains

GROUP: SSN

GROUP: CASUALTY

CASUALTY-TYPE

CASUALTY-STATUS

SEX

RED-DATE

GROUP: NOK

GROUP: NOT-NOTIFY

GROUP: DEATH

CIRCUMSTANCE

INVESTIGATION

REMAINS-CODE

PEBD

GROUP: PAY

RELIGION

PERSONAL-SERVICE-AWARDS

GROUP: SGLI

DIAGNOSIS

GROUP: HOSPITAL

GROUP: INCIDENT

PROGNOSIS

GROUP: MORTUARY

COMMENTS

YEARS-SERVICE

LAST-RITES  
MIA-CATEGORY

222- PCR-MSG

DATAFLOW

Description

Personnel Casualty Report message is an IMMEDIATE precedence electronic message report which is the primary source of information used by CMC(MHP-10) to inform the NOK when a servicemember becomes a casualty

LEVEL 0

Catalog "DFD"

PCR-MSG

Contains

PCR

223- PCR-MSG-DTG

ITEM

Held-As

Fixed

AlphaNumeric 14

Description

The date-time-group of CMC(MHP-10) notification by a casualty's reporting unit, entered as DDHHHHZ MMM YY, where HHHHZ represents time with respect to GMT(Z)

Catalog

Type= ITEM

Source= FILE: DD1300

Access-Authority

CMC(MHP-10)

224- PEBD

ITEM

Held-As

Fixed

Numeric 6

Description

The pay entry base date varies with the number of years service a member has to his/her credit. Computation of creditable service provides date for use in determining when a member is entitled to increased basic pay.

It is modified as a result of broken or lost time.

Entered as YYMMDD.

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authority

-CMC(M)

225- PERSONAL-SERVICE-AWARDS

ITEM

Held-As

Null-Suppressed

AlphaNumeric 7

Description

String of 7-character codes, from the MMS Codes Manual,  
specifying personal decorations a servicemember  
has been awarded

Note Award1= most senior award

Award2= next senior award

:

:

Awardn= least senior award

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authorization

CMC(M)

226- PMOS

GROUP

Description

The general and special fields of a Marine's  
billet military occupational specialty

Catalog "IDF"

Source= GROUP: MOS

Contains

PMOS-GENERAL-FIELD

PMOS-SPECIAL-FIELD



227- PMOS-GENERAL-FIELD

ITEM

Held-As

Fixed

Numeric 2

Description

The 2 leading digits of a Marine's military occupational specialty

Catalog

Type= ITEM

Source= GROUP: PMOS

Access-Authority

CMC(M)

228- PMOS-SPECIAL-FIELD

ITEM

Held-As

Fixed

Numeric 2

Description

The final 2 digits of a Marine's primary MOS

Catalog

Type= ITEM

Source= GROUP: PMOS

Access-Authority

CMC(M)

229- PNOK

GROUP

Description

Name, address, relationship and notification  
information concerning a Marine's primary NOK

Catalog "IDF"

Source= GROUP: NOK

Contains

PNOK-NAME

PNOK-RELATIONSHIP

PNOK-STREET

GROUP: PNOK-CITY-STATE-ZIP

230- PNOK-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The city in which resides a Marine's surviving PNOK

Catalog

Type= ITEM

Source= GROUP: PNOK-CITY-STATE-ZIP

Access-Authority

CMC(M)

231- PNOK-CITY-STATE-ZIP

GROUP

Description

The address of a Marine's surviving PNOK

Catalog "IDF"

Source= GROUP: PNOK

Contains

PNOK-CITY

PNOK-STATE

PNOK-ZIP

232- PNOK-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 32

Description

The name of a Marine's surviving PNOK

Catalog

Type= ITEM

Source= GROUP: PNOK

Access-Authority

CMC(M)

233- PNOK-NOTIFICATION

GROUP

Description

The dates a Marine's PNOK was notified about the casualty, sent the NOK mailgram and sent invitational travel orders in conjunction with a Marine death

Catalog "IDF"

Source= GROUP: NOK-NOTIFICATION

Contains

PNOK-NOTIFICATION-DTG

PNOK-NOTIFICATION-MAILGRAM

PNOK-NOTIFICATION-ITO

234- PNOK-NOTIFICATION-DTG

ITEM

Held-As

Null-Suppressed

AlphaNumeric 14

Description

The date-time-group wrt GMT, the PNOK of a deceased  
Marine is notified, in person, by the CACO <or> null

Catalog

Type= ITEM

Source= GROUP: PNOK-NOTIFICATION

Access-Authority

CMC(MHP-10)

235- PNOK-NOTIFICATION-ITO

ITEM

Held-As

Null-Suppressed

Numeric 6

Description

The date invitational travel orders are sent to the  
PNOK of a deceased Marine by CMC(MHP-10) <or> null

Catalog

Type= ITEM

Source= GROUP: PNOK-NOTIFICATION

Access-Authority

CMC(MHP-10)

236- PNOK-NOTIFICATION-MAILGRAM

ITEM

Held-As

Null-Suppressed

Numeric 6

Description

The date, entered as YYMMDD, mailgram notification of  
a Marine casualty is sent by CMC(MHP-10) to the NOK

Catalog

Type= ITEM

Source= GROUP: PNOK-NOTIFICATION

Access-Authority

CMC(MHP-10)

237- PNOK-RECALL

GROUP

Description

The relationship and telephone number of the PNOK  
listed on a Marine's RED

Catalog "IDF"

Source= FILE: RED

Contains

PNOK-RECALL-PHONE

PNOK-RECALL-RELATIONSHIP

238- PNOK-RECALL-PHONE

ITEM

Held-As

Fixed

Numeric 10

Description

The area code and commercial telephone number listed  
on a Marine's RED at which a PNOK can be notified

Catalog

Type= ITEM

Source= GROUP: PNOK-RECALL

Access-Authority

CMC(M)

239- PNOK-RECALL-RELATIONSHIP

ITEM

Held-As

Null-Suppressed

AlphaNumeric 2

Description

Relationship code of NOK, entered from MMS Codes Manual

Catalog

Type= ITEM

Source= GROUP: PNOK-RECALL

Access-Authority

CMC(M)

240- PNOK-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

US Post Office abbreviation for the state in which a  
Marine casualty's designated PNOK resides

Catalog

Type= ITEM

Source= GROUP: PNOK-CITY-STATE-ZIP

Access-Authority

CMC(M)

241- PNOK-STREET

ITEM

Held-As

Null-Suppressed

AlphaNumeric 28

Description

The street address of a Marine's designated PNOK

Catalog

Type= ITEM

Source= GROUP: PNOK

Access-Authority

CMC(M)

242- PNOK-ZIP

ITEM

Field-As

Fixed

Numeric 9

Description

The zip code of a Marine's designated PNOK

Catalog

Type= ITEM

Source= GROUP: PNOK-CITY-STATE-ZIP

Access-Authority

CMC(M)

243- PROCESS-AWARDS

PROCESS

Description

Processing and verification of personal service awards  
by CMC(MMDM) for a Marine Casualty

LEVEL 2

Catalog "DEFD"

2-4-1-PROCESS-AWARDS

Contains

AWARDS

Inputs

SSN

Outputs

AWARDS



244- PRIOR-SERVICE-DATA

GROUP

Description

The component, unit and date of release of a Marine  
from prior military service, if applicable

Catalog "IDF"

Source= FILE: DD1300

Contains

PRIOR-SERVICE-FLAG

PRIOR-SERVICE-DATE

PRIOR-SERVICE-BRANCH

GROUP: PRIOR-SERVICE-UNIT

245- PRIOR-SERVICE-BRANCH

ITEM

Held-As

Fixed

AlphaNumeric 1

Description

The branch of service of a Marine with prior military  
service, taken from the MC Codes Manual

Catalog

Type= ITEM

Source= GROUP: PRIOR-SERVICE-DATA

Access-Authority

CMC(M)

246- PRIOR-SERVICE-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

The date, entered as YYMMDD, of discharge of a Marine  
from last prior service contract

Catalog

Type= ITEM

Source= GROUP: PRIOR-SERVICE-DATA

Access-Authority

CMC(MHP-10)

247- PRIOR-SERVICE-FLAG

ITEM

Held-As

Fixed

Numeric 1

Description

Indication, entered as <1> for yes and <0> for no, of  
whether a Marine casualty had prior military service

Catalog

Type= ITEM

Source= GROUP: PRIOR-SERVICE-DATA

Access-Authority

CMC(M)

248- PRIOR-SERVICE-UNIT

GROUP

Description

The command address of a Marine with prior military service

Catalog "IDF"

Source= GROUP: PRIOR-SERVICE-DATA

Contains

PRIOR-SERVICE-UNIT-COMMAND

PRIOR-SERVICE-UNIT-LOCATION

249- PRIOR-SERVICE-UNIT-COMMAND

ITEM

Held-As

Null-Auppressed

AlphaNumeric 18

Description

The complete command title of the last "prior service" unit to which a Marine was assigned before discharge

Catalog

Type= ITEM

Source= GROUP: PRIOR-SERVICE-UNIT

Access-Authority

CMC(MHP-10)

250- PRIOR-SERVICE-UNIT-LOCATION

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The state or country of the last prior service unit  
a Marine was assigned before discharge

Catalog

Type= ITEM

Source= GROUP: PRIOR-SERVICE-UNIT

Access-Authority

CMC(MHP-10)

251- PROCESS-PCR-MSG

PROCESS

Description

Process which prepares the PCR following receipt of PCR  
message or death notice, in the case of a retired Marine

LEVEL 1

Catalog "DFD"

1-1-PROCESS-PCR-MSG

Contains

PCR

Inputs

PCR-MSG

DEATH-NOTE

RED

Outputs

CAIS-DATA

252- PROGNOSIS

ITEM

Held-As

Null-Suppressed

AlphaNumeric 70

Description

The brief report of a casualty's prognosis by the  
attending physician

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authority

CMC(MHP-10)

253- PRO-PAY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 4

Description

MMS Codes Manual code for the types of proficiency pays:  
shortage specialty pay  
special duty assignment pay  
superior performance pay

<or> null

Catalog

Type= ITEM

Source= GROUP: INCENT-PAY

Access-Authority

CMC(M)

254- PREPARE-CASUALTY-RECORD

PROCESS

Description

Process which prepares the file on a Marine casualty, maintained by CMC(MHP-10), which serves as the source document for casualty assistance information

LEVEL 1

Catalog "DFD"

1-2-PREPARE-CASUALTY-RECORD

Contains

REMAINS

CASUALTY-DATA-RECORD

PCR

Inputs

CACO-REPORT

PCR

CACO

RED

Outputs

CAIS-DATA

255- RACE

ITEM

Held-As

Fixed

AlphaNumeric 1

Description

MMS Codes Manual code for division of mankind possessing common features that are transmissible by descent

Catalog

Type= ITEM

Source= FILE: DD1300

Access-Authority

CMC(MHP-10)

256- RANK

DATAFLOW

Description

Verification of rank held by casualty made by CMC(MMPB)

LEVEL 1

Catalog "DFD"

RANK

Contains

RANK

257- RANK

ITEM

Held-As

Null-Suppressed

AlphaNumeric 3

Description

The permanent rank held by a servicemember, verified  
through MMS, entered as E1-E9 <or> W1-W4 <or> O1-O10

Catalog

Type= ITEM

Source= GROUP: CASUALTY

Access-Authority

CMC(M)

258- RECORD-BOOK

DATAFLOW

Description

Verification of Service Record Book <or> Officer  
Qualification Record entries of a casualty by the CMC  
Judge Advocate General, if required, as part of NOK  
benefits determination

LEVEL 1

Catalog "DFD"

RECORD-BOOK

Contains

JAG-FILE

259- RED

FILE

Description

DD Form 93 record, verified by servicemember, of  
NOK, SGLI, insurance and other beneficiary information,  
maintained by that member's reporting unit

Catalog "IDF"

Source= FILE: CAIS-DATABASE

Contains

NAME

GROUP: SSN

GROUP: SGLI

NOK-DIR

GROUP: FATHER

GROUP: MOTHER

GROUP: SPOUSE

GROUP: PAY-ARREARS

GROUP: GRATUITY

GROUP: NOT-NOTIFY

GROUP: CHILD

GROUP: INSURANCE

MARITAL-STATUS

RANK

GROUP: PNOK-RECALL

GROUP: UNIT

RED-DATE

DEP-DET-DATE

GROUP: NOK

GROUP: PAY

NOK-PHONE

NOK-RELATIONSHIP



260- RED

DATAFLOW

Description

DD Form 93 Record of Emergency Data information

LEVEL 0

Catalog "DFD"

RED

Contains

RED

261- RED-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

The date, entered as YYMMDD, RED was signed  
by servicemember

Catalog

Type= ITEM

Source= FILE: RED

Access-Authority

CMC(M)

262- RELIGION

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

MMS Codes Manual entry for religious denomination  
or preference of a Marine casualty

Catalog

Type= ITEM

Source= PCR

Access-Authority

CMC(M)

263- REMAINS

FILE

Description

Record, maintained by MHP-10 as part of the CAIS Data Data File, which contains information of the disposition disposition of a casualty's remains, to include travel itinerary and mortuary information

Catalog "IDF"

Source= CAIS-DATA

Contains

GROUP: SSN  
GROUP: CASUALTY  
GROUP: DEATH  
GROUP: CACO  
GROUP: NOK  
GROUP: REMAINS-ESCORT  
GROUP: OVERSEAS-MORTUARY  
PERSONAL-SERVICE-AWARDS  
GROUP: MORTUARY  
GROUP: REMAINS-ITINERARY  
COMMENTS  
GROUP: INTERMENT

264- REMAINS-CODE

ITEM

Held-As

Fixed

Numeric 2

Description

Code indicating the status and location of remains,  
in accordance with MCO P3040.4B, entered as:

31 NOK has custody

32 Remains individually identified and will be/  
have been shipped

33 Remains individually identified; disposition  
directed by NOK

34 Remains shipped with others to mortuary for  
identification

35 Remains tentatively identified; awaiting  
mortuary verification

36 Remains recovered but unidentifiable; will be  
shipped as directed

37 Remains not recovered; null rest of FILE: REMAINS

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authority

CMC(MHP-10)

265- REMAINS-ESCORT

GROUP

Description

The name and unit of escort for a Marine's remains  
Catalog "IDE"

Source= GROUP: REMAINS

Contains

REMAINS-ESCORT-RANK

REMAINS-ESCORT-NAME

GROUP: REMAINS-ESCORT-UNIT

REMAINS-ESCORT-TYPE

266- REMAINS-ESCORT-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 32

Description

The name of the servicemember assigned as remains escort  
Catalog

Type= ITEM

Source= GROUP: REMAINS-ESCORT

Access-Authority

CMC(MHP-10)

267- REMAINS-ESCORT-RANK

ITEM

Held-As

Null-Suppressed

AlphaNumeric 3

Description

The rank of the servicemember assigned as remains  
escort, entered as E1-E9 <or> W1-W4 <or> O1-O10

Catalog

Type= ITEM

Source= GROUP: REMAINS-ESCORT

Access-Authority

CMC(MHP-10)

268- REMAINS-ESCORT-TYPE

ITEM

Held-As

Fixed

Numeric 1

Description

Indication, entered as <1> for special and <0> for  
special, of the type of escort for a Marine's remains

Catalog

Type= ITEM

Source= GROUP: REMAINS-ESCORT

Access-Authority

CMC(MHP-10)

269- REMAINS-ESCORT-UNIT

GROUP

Description

The MCC and RUC of the servicemember assigned  
to escort the remains of a Marine

Catalog "IDF"

Source= GROUP: REMAINS-ESCORT

Contains

REMAINS-ESCORT-MCC

REMAINS-ESCORT-RUC

270- REMAINS-ESCORT-MCC

ITEM

Held-As

Fixed

Numeric 3

Description

The MCC from the MMS Codes Manual, of the escort  
accompanying the remains of a Marine casualty

Catalog

Type= ITEM

Source= GROUP: REMAINS-ESCORT-UNIT

Access-Authority

CMC(MHP-10)

271- REMAINS-ESCORT-RUC

ITEM

Held-As

Fixed

Numeric 5

Description

The reporting unit code, from the MMS Code Manual, of  
the escort accompanying the remains of a Marine casualty

Catalog

Type= ITEM

Source= GROUP: REMAINS-ESCORT-UNIT

Access-Authority

CMC(MHP-10)

272- REMAINS-ITINERARY

GROUP

Description

The carrier/flight number, airport and arrival time  
for remains of a Marine casualty, if known

Catalog "IFD"

Source= FILE: REMAINS

Contains

REMAINS-ITINERARY-DEPARTURE

GROUP: REMAINS-ITINERARY-AIRPORT

REMAINS-ITINERARY-FLIGHT

REMAINS-ITINERARY-ARRIVAL

273- REMAINS-ITINERARY-AIRPORT

GROUP

Description

The name and city of the airport receiving the  
remains of a Marine casualty <or> other terminal

Catalog "IDF"

Source= GROUP: REMAINS-ITINERARY

Contains

REMAINS-ITINERARY-AIRPORT-CITY

REMAINS-ITINERARY-AIRPORT-NAME

274- REMAINS-ITINERARY-AIRPORT-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The city of the airport (or other terminal)  
receiving the remains of a Marine casualty

Catalog

Type= ITEM

Source= GROUP: REMAINS-ITINERARY-AIRPORT

Access-Authority

CMC(MHP-10)

275- REMAINS-ITINERARY-AIRPORT-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The name of the airport receiving a Marine casualty's remains  
Catalog

Type= ITEM

Source= GROUP: REMAINS-ITINERARY-AIRPORT

Access-Authority

CMC(MHP-10)



276- REMAINS-ITINERARY-ARRIVAL

ITEM

Held-As

Null-Suppressed

AlphaNumeric 14

Description

The date-time-group of the arrival of the remains of  
a Marine casualty entered with respect to GMT(Z)

Catalog

Type= ITEM

Source= GROUP: REMAINS-ITINERARY

Access-Authority

CMC(MHP-10)

277- REMAINS-ITINERARY-DEPARTURE

ITEM

Held-As

Null-Suppressed

AlphaNumeric 14

Description

The date-time-group of the departure of the remains  
of a Marine casualty from the originating airport  
(or other terminal), entered with respect to GMT(Z)

Catalog

Type= ITEM

Source= GROUP: REMAINS-ITINERARY

Access-Authority

CMC(MHP-10)

278- REMAINS-ITINERARY-FLIGHT

ITEM

Held-As

Null-Suppressed

AlphaNumeric 8

Description

The carrier/arrival number code of the transportation bearing the remains of a Marine casualty, entered as CCC-NNNN

Catalog

Type= ITEM

Source= GROUP: REMAINS-ITINERARY

Access-Authority

CMC(MHP-10)

279- REMAINS-RECORD

PROCESS

Description

Process which prepares file on casualty remains

LEVEL 2

Catalog "DFD"

REMAINS-RECORD

Contains

FILE: REMAINS

Inputs

PCR

Outputs

FILE: REMAINS

280- REMARKS

ITEM

Held-As

Null-Suppressed

AlphaNumeric 70

Description

Information necessary to clarify report items, or  
provide any other data the preparer may wish to transmit

Catalog

Type= ITEM

Source= FILE: CACO-REPORT

Access-Authority

CMC(MHP-10)

281- RUC

ITEM

Held-As

Fixed

Numeric 5

Description

The number representing the unit, activity or  
subunit to which a servicemember has been assigned  
for reporting purposes, iaw the MMS Codes Manual

Catalog

Type= ITEM

Source= GROUP: UNIT

Access-Authority

CMC(M)

282- SEA-FOREIGN-DUTY

ITEM

Held-As

Fixed

AlphaNumeric 1

Description

The code, taken from the MMS Codes Manual, of the sea/  
foreign duty pay due a Marine, if any; entered as

A = Sea Pay

B = Foreign Duty Pay

O = None due

Catalog

Type= ITEM

Source= GROUP: INCENT-PAY

Access-Authority

CMC(M)

283- SEX

ITEM

Held-As

Fixed

AlphaNumeric 1

Description

The sex of a casualty, entered as <M> for male and  
<F> for female

Catalog

Type= ITEM

Source= FILE: PCR

Access-Authority

CMC(M)

284- SGLI

EXTERNAL-PROCESS

Description

The processing of an active duty or reserve Marine's Servicemens Group Life Insurance in force, the beneficiary designations and the settlement options, if any

LEVEL 0

Catalog "DFD"

SGLI

Contains

GLI-PAYMENT

Inputs

GLI-CLAIM

Outputs

GLI-CLAIM

285- SGLI

GROUP

Description

Servicemen's Government Life Insurance information contained in the RED of a Marine

Catalog "IDF"

Source= FILE: RED

Contains

SGLI-BENE

SGLI-EFF-DATE

SGLI-ELECT

SGLI-PAY

286- SGLI-BENE

ITEM

Held-As

Fixed

AlphaNumeric 1

Description

The SGLI code, taken from the MMS Code Manual,  
designating beneficiary distribution on a Marine's RED

Catalog

Type= ITEM

Source= GROUP: SGLI

Access-Authority

CMC(M)

287- SGLI-EFF-DATE

ITEM

Held-As

Fixed

Numeric 6

Description

Date, entered as YYMMDD, SGLI designations were  
entered and verified in the RED of a Marine

Catalog

Type= ITEM

Source= GROUP: SGLI

Access-Authority

CMC(M)

288- SGLI-ELECT

ITEM

Held-As

Fixed

Numeric 1

Description

SGLI coverage election, entered from the MMS Codes  
Manual, found on a Marine's RED

Catalog

Type= ITEM

Source= GROUP: SGLI

Access-Authority

CMC(M)

289- SGLI-PAY

ITEM

Held-As

Null-Suppressed

Numeric 2

Description

The SGLI payment election, entered from the MMS Codes  
Manual, found on a Marine's RED

Catalog

Type= ITEM

Source= GROUP: SGLI

Access-Authority

CMC(M)

290- SNOK

GROUP

Description

The name and address of a Marine's secondary next  
of kin

Catalog "IDF"

Source= FILE: RED

Contains

SNOK-NAME

SNOK-STREET

GROUP: SNOK-CITY-STATE-ZIP

SNOK-RELATIONSHIP

291- SNOK-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The city in which the surviving SNOK of a Marine lives

Catalog

Type= ITEM

Source= GROUP: SNOK-CITY-STATE-ZIP

Access-Authority

CMC(M)

292- SNOK-CITY-STATE-ZIP

GROUP

Description

The address of a Marine's surviving SNOK

Catalog "IDF"

Source= GROUP: SNOK

Contains

SNOK-CITY

SNOK-STATE

SNOK-ZIP



293- SNOK-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 32

Description

The name of the surviving SNOK of a Marine

Catalog

Type= ITEM

Source= GROUP: SNOK

Access-Authority

CMC(M)

294- SNOK-NOTIFICATION

GROUP

Description

PCR, Mailgram and invitational travel orders (when  
required) notification of SNOK by CMC(MHP-10)

Catalog "IDF"

Source= GROUP: NOK-NOTIFICATION

Contains

SNOK-NOTIFICATION-DTG

SNOK-NOTIFICATION-MAILGRAM

SNOK-NOTIFICATION-ITO

295- SNOK-NOTIFICATION-DTG

ITEM

Held-As

Null-Suppressed

AlphaNumeric 14

Description

The date-time-group of the initial notification of  
a Marine casualty's SNOK by CMC(MHP-10) with  
respect to GMT(Z)

Catalog

Type= ITEM

Source= GROUP: SNOK-NOTIFICATION

Access-Authority

CMC(MHP-10)

296- SNOK-NOTIFICATION-ITO

ITEM

Held-As

Null-Suppressed

Numeric 6

Description

The date, entered as YYMMDD, invitational travel  
orders were provided to the SNOK by CMC(MHP-10)  
<or> null

Catalog

Type= ITEM

Source= GROUP: SNOK-NOTIFICATION

Access-Authority

CMC(MHP-10)

297- SNOK-NOTIFICATION-MAILGRAM

ITEM

Held-As

Null-Suppressed

Numeric 6

Description

The date, entered as YYMMDD, the Mailgram initially  
notifying a SNOK of a Marine casualty was sent by  
CMC(MHP-10) <or> null

Catalog

Type= ITEM

Source= GROUP: SNOK-NOTIFICATION

Access-Authority

CMC(MHP-10)

298- SNOK-RELATIONSHIP

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The code, taken from the MMS Codes Manual, of the  
legal relationship of a Marine's designated SNOK

Catalog

Type= ITEM

Source= GROUP: SNOK

Access-Authority

CMC(M)

299- SNOK-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The US Post Office abbreviation for the state  
in which a Marine's SNOK resides

Catalog

Type= ITEM

Source= GROUP: SNOK-CITY-STATE-ZIP

Access-Authority

CMC(M)

300- SNOK-STREET

ITEM

Held-As

Null-Suppressed

AlphaNumeric 28

Description

The street address of a Marine's surviving SNOK

Catalog

Type= ITEM

Source= GROUP: SNOK

Access-Authority

CMC(M)

301- SNOK-ZIP

ITEM

Held-As

Fixed

Numeric 9

Description

The zip code of a Marine's surviving SNOK

Catalog

Type= ITEM

Source= GROUP: SNOK-CITY-STATE-ZIP

Access-Authority

CMC(M)

302- SPECIAL-PAY

ITEM

Held-As

Null-Suppressed

Numeric 1

Description

Special pay indicates a special pay rate paid to the Commandant of the Marine Corps, the SgtMaj of the Marine Corps, a 1Lt-Capt with  $\geq 4$  years enlisted service, and Marines serving in hostile areas, aboard ship, as divers, overseas, or who have been authorized proficiency pay for their outstanding performance (refer to the MMS Codes Manual) <or> null if receiving none

Catalog

Type= ITEM

Source= GROUP: PAY

Access-Authority

CMC(M)

303- SPOUSE

GROUP

Description

The surviving spouse of a Marine casualty  
Catalog "IDE"

Source= FILE: RED

Contains

MARITAL-STATUS

SPOUSE-NAME

SPOUSE-STREET

GROUP: SPOUSE-CITY-STATE-ZIP

304- SPOUSE-CITY

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The city in which the surviving spouse of a  
Marine resides

Catalog

Type= ITEM

Source= GROUP: SPOUSE-CITY-STATE-ZIP

Access-Authority

CMC(M)

305- SPOUSE-CITY-STATE-ZIP

GROUP

Description

The address of the surviving spouse of a Marine  
Catalog "IDE"

Source= GROUP: SPOUSE

Contains

SPOUSE-CITY

SPOUSE-STATE

SPOUSE-ZIP

306- SPOUSE-NAME

ITEM

Held-As

Null-Suppressed

AlphaNumeric 32

Description

The name of a Marine's spouse

Catalog

Type= ITEM

Source= GROUP: SPOUSE

Access-Authority

CMC(M)

307- SPOUSE-STATE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

The US Post Office abbreviation of the state in  
which the surviving spouse of a Marine resides

Catalog

Type= ITEM

Source= GROUP: SPOUSE-CITY-STATE-ZIP

Access-Authority

CMC(M)

308- SPOUSE-STREET

ITEM

Held-As

Null-Suppressed

AlphaNumeric 18

Description

The street address of a Marine's surviving spouse

Catalog

Type= ITEM

Source= GROUP: SPOUSE

Access-Authority

CMC(M)

309- SPOUSE-ZIP

ITEM

Held-As

Fixed

Numeric 9

Description

The zip code of a Marine's surviving spouse

Catalog

Type= ITEM

Source= GROUP: SPOUSE-CITY-STATE-ZIP

Access-Authority

CMC(M)



310- SSN

GROUP

Description

The Social Security number is the unique identification for all for all individuals and their Social Security Administration account.

Note The following rules apply for positions 2-10 for servicemembers:

Cannot be all blanks or zeroes

First 3 and last 4 positions cannot be zero

First 3 cannot be in range 628-699 or > 728

Positions 4-5 cannot be zero

The following service identifiers are used in position 1:

T = Army

U = Air Force

N = Navy

O = Marine Corps

V = Coast Guard

R = foreign military members serving with US forces

Catalog "IDE"

Source= FILE: PCR

Contains

SSN-01

GROUP: SSAN-02-10

311- SSN-01

ITEM

Held-As

Fixed

AlphaNumeric 1

Description

The military service code used as the first character  
of the SSN

Catalog

Type= ITEM

Source= GROUP: SSN

Access-Authority

CMC(M)

312- SSAN-02-10

GROUP

Description

Digits 2-10 of a 10-character military SSN

Catalog "IDF"

Source= GROUP: SSN

Contains

SSAN-02-04

SSAN-05-06

SSAN-07-10

313- SSAN-02-04

ITEM

Held-As

Fixed

Numeric 3

Description

Digits 2-4 of a 10-character military SSN

Catalog

Type= ITEM

Source= GROUP: SSAN-02-10

Access-Authority

CMC(M)

314- SSAN-05-06

ITEM

Held-As

Fixed

Numeric 2

Description

Digits 5 and 6 of the 10-character military SSN

Catalog

Type= ITEM

Source= SSAN-02-10

Access-Authority

CMC(M)

315- SSAN-07-10

ITEM

Held-As

Fixed

Numeric 4

Description

Digits 7-10 of the 10-character military SSN

Catalog

Type= ITEM

Source= GROUP: SSAN-02-10

Access-Authority

CMC(M)

316- UNIT

EXTERNAL-PROCESS

Description

Any military element whose structure is prescribed by competent authority, such as a table of organization and equipment

LEVEL 0

Catalog "DEF"

UNIT

Contains

PCR-MSG

Inputs

NONE

Outputs

PCR-MSG

317- UNIT

GROUP

Description

The Monitored Command Code and Reporting Unit Code which designate the reporting unit of a casualty

Catalog "IDF"

Source= GROUP: CASUALTY

Contains

MCC

RUC

GROUP: UNIT-DEPLOYED

318- UNIT-DEPLOYED

GROUP

Description

The MCC and RUC of a deployed Marine  
Catalog "IDF"

Source= GROUP: UNIT

Contains

UNIT-DEPLOYED-FLAG

UNIT-DEPLOYED-MCC

UNIT-DEPLOYED-RUC

319- UNIT-DEPLOYED-FLAG

ITEM

Held-As

Fixed

Numeric 1

Description

Indication, entered as <1> for yes and <0> for no of  
whether Marine is currently attached to a deployed unit

Catalog

Type= ITEM

Source= GROUP: UNIT-DEPLOYED

Access-Authority

CMC(M)

320- UNIT-DEPLOYED-MCC

ITEM

Held-As

Fixed

Numeric 3

Description

The MCC, entered from the MMS Codes Manual, of the unit to which a deployed Marine is attached

Catalog

Type= ITEM

Source= GROUP: UNIT-DEPLOYED

Access-Authority

CMC(M)

321- UNIT-DEPLOYED-RUC

ITEM

Held-As

Fixed

Numeric 5

Description

The RUC of the unit to which a deployed Marine is assigned

Catalog

Type= ITEM

Source= GROUP: UNIT-DEPLOYED

Access-Authority

CMC(M)

322- UNIT-DIARY

ITEM

Held-As

Null-Suppressed

Numeric 6

Description

Date, entered as YYMMDD, unit diary entry made on  
MIA/POW casualty by CMC(MHP-10) <or> null

Catalog

Type= ITEM

Source= FILE: CASUALTY-DATA-SHEET

Access-Authority

CMC(MHP-10)

323- UNIT-DIARY-ENTRY

DATAFLOW

Description

Initial, official entry of MIA/POW casualty notification  
into the JUMPS/MMS database, made by CMC(MHP-10)

LEVEL 0

Catalog "DFD"

UNIT-DIARY-ENTRY

Contains

UNIT-DIARY

324- VA

EXTERNAL-PROCESS

Description

Veterans Administration; exercises complete control over  
US Government Life (USGLI), National Service Life (NSLI)  
and Veterans Group Life Insurance (VGLI) programs

LEVEL 0

Catalog "DFD"

VA

Contains

VA

325- VA-BENEFITS

DATAFLOW

Description

The benefits awarded by the Veterans Administration  
to NOK specified by a Marine casualty's RED

LEVEL 0

Catalog "DEF"

VA-BENEFITS

Contains

BENEFITS

326- VA-CLAIM

DATAFLOW

Description

Claim submitted by NOK designated in a Marine casualty's  
RED, for all Veterans Administration benefits; the  
VA exercises complete control over all Government  
Life Insurance programs

LEVEL 0

Catalog "DEF"

VA-CLAIM

Contains

VA-BENEFITS



327- VERIFY-AWARDS

PROCESS

Description

Process by MHP-10 which verifies personal service awards, if any, earned by a Marine casualty, as authorized by CMC(MMDM)

LEVEL 1

Catalog "DFD"

2-4-VERIFY-AWARDS

Contains

AWARDS

Inputs

SSN

Outputs

AWARDS

328- VERIFY-DEPENDENTS

PROCESS

Description

Process which verifies dependency status, through MMS, of a Marine casualty

LEVEL 1

Catalog "DFD"

2-2-VERIFY-DEPENDENTS

Contains

DEPENDENTS

Inputs

CASUALTY

Outputs

DEPENDENTS

329- VERIFY-PAY

PROCESS

Description

Process which verifies amount of basic, special and incentive pay due to surviving NOK of a Marine casualty through JUMPS

LEVEL 1

Catalog "DFD"

2-1-VERIFY-PAY

Contains

PAY

Inputs

SSN

Outputs

PAY

330- VERIFY-RANK

PROCESS

Description

Process which verifies the final promotion status of a Marine casualty via query of CMC(MMPB)

LEVEL 1

Catalog "DFD"

2-3-VERIFY-RANK

Contains

RANK

Inputs

SSN

Outputs

RANK

331- VERIFY-RECORD-BOOK

PROCESS

Description

Process which verifies/resolves any Service Record Book  
or Officer Qualification Record issues by CMC  
(Judge Advocate General)

LEVEL 1

Catalog "DFD"

2-5-VERIFY-RECORD-BOOK

Contains

RECORD-BOOK

Inputs

SSN

Outputs

RECORD-BOOK

332- YEARS-SERVICE

ITEM

Held-As

Fixed

AlphaNumeric 2

Description

Number of years of active service for a Marine,  
calculated from PEBD, to be used in determining pay  
amounts due that depend upon years of service

Catalog

Type= ITEM

Source= GROUP: FILE: PCR

Access-Authority

CMC(MHP-10)

## LIST OF REFERENCES

1. MCO P5231.1 Life Cycle Management for Automated Information Systems, (LCM-AIS).
2. MCO P3040.4B Marine Corps Casualty Procedures Manual, (MARCORCASPROCMAN).
3. Requirements Statement for the Development of CAIS, Version 1.02, dated July 1985.
4. DOD-STD-7935, Automated Data Systems Documentation Standards.
5. Economic Analysis for the Development of CAIS, Version 2.0, dated September 1985.
6. Mission Element Need Statement for the Development of CAIS, Version 1.10, dated April 1985.

# INITIAL DISTRIBUTION LIST

	No.	Copies
1. Defense Technical Information Center Cameron Station Alexandria, Virginia 22304-6145		2
2. Library, Code 0142 Naval Postgraduate School Monterey, California 93943-5002		2
3. Professor Tung X. Bui, Code 54Bd Department of Administrative Sciences Naval Postgraduate School Monterey, California 93943-5000		2
4. Professor Daniel R. Dolk, Code 54Dk Department of Administrative Sciences Naval Postgraduate School Monterey, California 93943-5000		1
5. Department Chairman, Code 54 Department of Administrative Sciences Naval Postgraduate School Monterey, California 93943-5000		1
6. Computer Technology Programs, Code 37 Naval Postgraduate School Monterey, California 93943-5000		1
7. Commandant of the Marine Corps Code MPI-40 Headquarters, United States Marine Corps Washington, D. C. 20380-0001 ATTN: Major K. E. Riecks		2
8. Commandant of the Marine Corps Code TDA Headquarters, United States Marine Corps Washington, D. C. 20380-0001 ATTN: Colonel C. W. Anderson		2
9. Commandant of the Marine Corps Code MHP-10 Headquarters, United States Marine Corps Washington, D. C. 20380-0001		1
10. Commanding Officer Company L, Third Battalion, Fourth Marines 26th Marine Amphibious Unit (Detachment L) FPO New York, New York 09502-8537 ATTN: Captain J. R. Allen		1